



***ROANOKE CITY COUNCIL  
REGULAR SESSION***

***FEBRUARY 4, 2002  
12:15 P.M.***

***CITY COUNCIL CHAMBER***

***AGENDA FOR THE COUNCIL***

**1. Call to Order--Roll Call.**

**THE MEETING WILL BE DECLARED IN RECESS TO BE  
IMMEDIATELY RECONVENED IN THE EMERGENCY  
OPERATIONS CENTER CONFERENCE ROOM, ROOM 159.**

Briefing on National Pollution Discharge Elimination System Phase II.  
(45 minutes)

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***ROANOKE CITY COUNCIL  
REGULAR SESSION***

***FEBRUARY 4, 2002  
2:00 P.M.***

***CITY COUNCIL CHAMBER***

***AGENDA FOR THE COUNCIL***

**1. Call to Order--Roll Call.**

The Invocation will be delivered by The Reverend Catherine A. Houchins, Pastor, Metropolitan Community Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

**NOTICE:**

Meetings of Roanoke City Council are televised live on RVTV Channel 3. Today's meeting will be replayed on Channel 3 on Thursday, February 7, 2002, at 7:00 p.m., and Saturday, February 9, 2002, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

### **ANNOUNCEMENTS:**

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE NOW PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT [WWW.ROANOKEGOV.COM](http://WWW.ROANOKEGOV.COM), CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541 TO OBTAIN AN APPLICATION.

RVTV CHANNEL 3 COVERAGE OF THE CITY COUNCIL MEETING WILL CONCLUDE FOLLOWING ITEM 11, CITY MANAGER COMMENTS.

## 2. **PRESENTATIONS AND ACKNOWLEDGMENTS:**

A RESOLUTION paying tribute to Hamlar-Curtis Funeral Home on its 50-year anniversary of service to the citizens of Roanoke.

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## 3. **CONSENT AGENDA**

**ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.**

- C-1 Minutes of the City Council Work Session held on Monday, October 29, 2001, and the regular meeting held on Monday, December 3, 2001.

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RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 A communication from Mayor Ralph K. Smith requesting a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

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RECOMMENDED ACTION: Concur in request.

- C-3 Qualification of the following persons:

William H. Carder as a member of the Roanoke Valley-Alleghany Regional Commission to fill the unexpired term of Donald S. Caldwell, resigned, ending June 30, 2003;

Jesse A. Hall as Director of Finance for a term beginning at midnight on January 31, 2002, and ending September 30, 2002; and

Charles E. Hunter, III, as a Director of the Industrial Development Authority of the City of Roanoke, Virginia, to fill the unexpired term of Thomas Pettigrew, resigned, ending October 20, 2004.

RECOMMENDED ACTION: Receive and file.

### **REGULAR AGENDA**

#### **4. PUBLIC HEARINGS: NONE.**

#### **5. PETITIONS AND COMMUNICATIONS:**

- a. A request of Dr. E. Wayne Harris, Superintendent, Roanoke City Public Schools, to present a briefing with regard to the English Language Learners Program.
- b. A communication from Phillip F. Sparks, Executive Director, Roanoke Valley of Virginia Economic Development Partnership, to present a briefing on activities of the Partnership.
- c. A communication from the General Registrar requesting that Council approve an emergency change in the polling place from the National Guard Armory, 33 Reserve Avenue, S. W., to the Roanoke City Schools Maintenance Building, 250 Reserve Avenue, S. W., indefinitely.

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P. 44; O. 47

#### **6. REPORTS OF CITY OFFICERS:**

- a. CITY MANAGER:

**BRIEFINGS: NONE.**

ITEMS RECOMMENDED FOR ACTION:

- |    |   |                            |
|----|---|----------------------------|
| 1. | A communication with regard to the Water Conservation Plan.   | P. 49; B/O 61; O. 62       |
| 2. | A communication with regard to Affirmative Action and diversity initiatives for calendar year 2001.   | P. 66                      |
| 3. | A communication recommending execution of a contract with Rosser International, Inc., for architectural and engineering services for the Roanoke Civic Center Expansion and Renovation Project – Phase II Improvements, in the amount of \$825,000.00; and appropriation of funds in connection therewith.  | P. 82; R. 84               |
| 4. | A communication recommending execution of a contract with Hayes, Seay, Mattern and Mattern, Inc., for architectural and engineering services to provide programming and space planning services for the Public Works Service Center, Municipal North, and other City facilities.                            | P. 85; B/O 87; R. 89       |
| 5. | A communication recommending acceptance of the bid submitted by Kay Uniform Co., Inc., for purchase of uniforms for employees of the Roanoke City Sheriff's Office, for a period of one year, with an option to renew for four additional one-year periods; and reject all other bids received by the City. | P. 90; R. 95               |
| 6. | A communication recommending appropriation of \$44,400.00 for repayment of 111 positions, in connection with an agreement between the City, First Union National Bank and the Fifth District Employment and Training Consortium relating to jobs in Enterprise Zone One.                                    | P. 96; B/O 98              |
| 7. | A communication recommending appropriation of \$58,982.00, in connection with the Federally Forfeited Property Sharing Program.   | P. 99; B/O 101             |
| 8. | A communication recommending acceptance of a Rescue Squad Assistance Fund grant, in the amount of \$14,000.00; and appropriation of funds in connection therewith.  | P. 102; B/O 104;<br>R. 106 |

b. CITY CLERK:

1. A report advising of expiration of the three-year terms of office of Charles W. Day and Brian J. Wishneff as Trustees of the Roanoke City School Board on June 30, 2002, and applications for the upcoming vacancies will be received in the City Clerk's Office until 5:00 p.m., on Friday, March 8, 2002.

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c. DIRECTOR OF FINANCE:

1. Financial report for the month of December 2001.

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**7. REPORTS OF COMMITTEES: NONE.**

**8. UNFINISHED BUSINESS: NONE.**

**9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.**

**10. MOTIONS AND MISCELLANEOUS BUSINESS:**

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on various authorities, boards, commissions and committees appointed by Council.

**11. CITY MANAGER COMMENTS:**

**RVTV CHANNEL 3 COVERAGE OF THE COUNCIL MEETING WILL CONCLUDE.**

**12. HEARING OF CITIZENS UPON PUBLIC MATTERS:**

**CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR ANY NECESSARY AND APPROPRIATE RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.**

**CERTIFICATION OF CLOSED SESSION.**



Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor, and Members of City Council  
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Briefing

This is to request space on Council's 12:15 agenda for a 45-minute briefing on NPDES Phase II.

Respectfully submitted,

Darlene L. Burdham  
City Manager

DLB:ca

c: City Attorney  
Director of Finance  
City Clerk  
E & EM Specialist



W M 12

## COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION paying tribute to Hamlar-Curtis Funeral Home on its 50-year anniversary of service to the citizens of Roanoke.

WHEREAS, Hamlar-Curtis Funeral Home was established on February 3, 1952, as a partnership between Lawrence H. Hamlar and Harry C. Curtis, Jr.; and

WHEREAS, Hamlar-Curtis Funeral Home started with only three employees and has grown to a staff of 15 people; and

WHEREAS, Mr. Hamlar and the Curtis Family have been community-oriented, serving on key boards and organizations in the valley that have made a difference in the lives of many people; and

WHEREAS, Hamlar-Curtis Funeral Home has built a reputation on quality, professional service, respect and integrity; and

WHEREAS, Hamlar-Curtis Funeral Home has become a shining example of hard work and dedication in the business community.

THEREFORE, BE IT RESOLVED by Council of the City of Roanoke as follows:

1. City Council adopts this resolution as a means of recognizing and commending Hamlar-Curtis Funeral Home for 50 years of outstanding service to the Roanoke Valley.
2. The City Clerk is directed to forward an attested copy of this resolution to H. Clarke "Duke" Curtis.

ATTEST:

City Clerk

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C-1

The regular meeting of Roanoke City Council which convened on Monday, October 18, 2001, and declared in recess until Monday, October 29, 2001, was called to order on October 29, 2001, at 12:15 p.m., in the Emergency Operations Center Conference Room, Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, by Mayor Ralph K. Smith.

**PRESENT:** Council Members W. Alvin Hudson, Jr., William White, Sr., Linda F. Wyatt, William D. Bestpitch, William H. Carder, C. Nelson Harris, and Mayor Ralph K. Smith-----7.

**ABSENT:** None-----0.

**OFFICERS PRESENT:** Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; James D. Grisso, Director of Finance; and Mary F. Parker, City Clerk.

**HOUSING-GRANTS:** The City Manager advised that the work session was being held for City Council to discuss a number of items that either were on the horizon or warranted discussion at this particular time. She further advised that four items had been previously identified, the first had to do with the selection or designation of a neighborhood within a community for concentrated rehabilitation and other improvements.

The City Manager called on Rolanda Johnson, Assistant City Manager for Community Development, and staff to make the presentations.

The Assistant City Manager for Community Development advised that in September 2001, Council made a decision to change how the City administered its Community Development Block Grant funds; whereupon, she recognized Frank Baratta, Budget Team Manager.

Mr. Baratta presented information that involved the recent implementation and integration of the new HUD Funds Policy, which was adopted at the September 17, 2001 Council meeting. He advised that the Policy addresses critical needs for a community, increases emphasis on housing, focuses on target areas, concentrates on resources, and aims for self-sufficiency with regard to on-going programs. He called attention to three pilot project areas that have been identified: Old Southwest, Mountain View, and southeast Roanoke, which was discussed with the Roanoke Neighborhood Partnership Steering Committee at its meeting on October 17, 2001.

Mr. Baratta further advised that the City Manager would like to recommend a pilot project site in the southeast area by July 1, 2002; the southeast project will be a multi-activity approach that may include leveraging funds from the private/public sector, use of City resources, and HUD funds. He reiterated that the City is seeking direction with regard to offering the pilot project to the southeast area, having discussed the matter with the Roanoke Neighborhood Partnership Steering Committee, staff review indicates a sound selection, and a challenging kick-off for implementing and integrating the HUD policy.

Council Member White inquired as to how "Christmas in April" and Housing Design Competition sparked an early HUD policy roll-out; whereupon, Mr. Baratta advised that "Christmas in April" approached the Assistant City Manager for Community Development to inquire about support from the City involving the possibility of linking two activities together; and Housing Design Competition is trying to raise funds for design competition to create designs for affordable and non-affordable housing.

Mr. Bestpitch stated since a positive response was received from the Southeast Action Forum to receive support, it would be advantageous to hold meetings with the Belmont Neighborhood organization and the Southeast Christian Partnership. He further stated that individuals who no longer reside in the neighborhood, but continue to attend church in the area might have an interest in the neighborhood; and this could be an avenue to generate additional support.

**ANIMALS:** The City Manager introduced a briefing with regard to wildlife management in the City of Roanoke.

Police Officer Michael Quesenberry advised that every city and county in Virginia is faced with deer being a nuisance and destroying private property; deer are attracted to gardens, shrubs and yard plants; and construction also has changed where deer live today. He further advised that the Animal Control Unit consists of 80 authorized officers who respond to all animal related calls for service, provide coverage seven days a week, with an officer assigned to emergency standby duties after hours; animal control officers or police patrol officers respond to domestic and wildlife calls throughout the City; last year, the Animal Control Unit responded to 5,713 calls for animal related offenses, with the majority of calls related to domestic animals, basically cats and dogs; and approximately less than one per cent of all animal offenses reported pertained to deer related calls.

Officer Quesenberry displayed a graph showing the percentage of wildlife calls, versus the total number of animal related offenses, as follows:

**Wildlife and Traffic Offenses:** During the past year, a total of 4,181 motor vehicle accidents were reported in the City. The graph shows a dramatic difference in the number of animal related accidents versus the total accident report.

**Educational Materials:** The literature gives citizens suggestions on how to rid themselves of nuisance deer. Effective deer control methods, tips and hints, some of the recommendations given to the citizens are the use of repellants, such as soap, feather mill, blood mill, moth balls, and animal waste. Commercial chemicals repellants include deer way, deer off, miller hot sauce, and deer buster.

**Restricting Deer Access:** This pertains basically to fences that are made up of slanted seven wire, woven or electrical wire. Scare devices include lotions, sensory devices and/or silent alarms, feathered dolls.

Dr. James A. Parkhurst, Associate Professor, Wildlife Services, Virginia Tech, and Department of Fisheries and Wildlife Services, highlighted the following points with regard to deer habitats and their habits:

Deer are highly adaptable animals. They live in a natural environment, which is subject to changes and seek out habitats that present a changing environment;

Deer are extremely productive. Each doe, after its first year, throughout most of Virginia, will produce twins annually;

Ideal conditions for deer are plenty of food, plenty of cover, no predators, and no constraints.

In closing, Dr. Parkhurst stated that the Game Department is trying to stabilize or reduce deer herds statewide; and the City has a very unique advantage because it is attempting to address the deer population early on in order to be proactive rather than reactive.

Mr. Jay Jeffries, Wildlife Biologist, advised that Urban Deer Management is probably the single most difficult problem that wildlife resource managers face, not only in Virginia, but nationwide; and the following cities/towns/counties are actively engaged in an urban deer management program: Lynchburg, Fairfax, Williamsburg, Danville, Blacksburg, Pennsylvania and Halifax; all programs implement lethal control means for deer management, either through sharpshooters hired by the local governing body, hunting, trapping and killing; and the Game Department issues several different types of permits that enables the local authority to reduce deer numbers.

Following the presentation, Mr. Jeffries distributed copy of the Virginia Deer Management Plan.

The Assistant City Manager for Community Development requested Council's approval to create a task force consisting of City staff and citizens to study the matter and report to Council.

Council Member White suggested that local jurisdictions in the Roanoke Valley be contacted to discuss the matter on a regional basis.

**DOWNTOWN ROANOKE, INC.- CONSULTANTS:** The City Manager introduced Barry Long, representing Urban Design Associates, to present a briefing on major initiatives offered in the Outlook Roanoke Plan for downtown Roanoke; whereupon, Mr. Long highlighted the following:

**Elmwood Park Initiative**

**Revitalization of the Park** - if the Library is rebuilt in the park, consultants recommend that it be located on the high land close to Elm Avenue; thereby opening the rest of the park to both Jefferson Street and Bullitt Avenue.

**Patrick Henry Hotel** - a landmark hotel located on one corner of Elmwood Park which is a structure well-suited for residential use.

**Carilion Hospital Property** - the Biomedical Institute begins just south of the hospital and will be integrated with Elmwood Park.

**Motel Site** - large enough to accommodate structured parking and two developments. Alternatives include an office building and a new library, two office buildings, or an apartment building and an office building.

**Heironimus Building** - the former department store has high ceilings and a large bay structure that makes it ideal for a number of uses including: loft apartments, high tech offices and "accelerator" office space, retail uses, or public facilities such as a Library. Its large windows provide visual access from the street, which could create an open accessible environment for the Library.

### **E-Town Initiative**

**E-Square** - the existing parking lot should be transformed into a public square to serve as the center of E-Town. It should continue to provide parking, but add pedestrian-scale amenities. It should be designed to be a performance or festival space on weekends when cars are removed.

**E-Square Lofts** - on the south side of Salem Avenue, this site is ideal for multi-purpose buildings designed as loft buildings that could be used for offices, live/work, or residential uses.

**Warehouse Row** - the buildings are well-suited for high tech offices and are presently under consideration for adaptive re-use.

**First Street Bridge** - the bridge with its symbolic significance as a cultural link between historic Gainsboro and downtown is in great need of repair. Without through traffic, commercial development on Henry Street is not viable, and the role of the bridge in uniting diverse cultures will be diminished. Consultants recommend that the proposed elevator be constructed at the south end of the bridge to address accessibility issues, but the bridge also continue to allow vehicular traffic.

**Henry Street and the Higher Education Center** - the Higher Education Center has succeeded beyond expectations. New office construction could be used to rebuild the urban character of Henry Street.

**The Grand Building** - although this building appears to be one building, it has several smaller buildings combined behind a unified facade. It is an ideal location for downtown apartments.

**Roanoke Times Alternative** - since the design charrette, The Roanoke Times has proposed a 54,000 square foot printing facility to be located parallel to Salem Avenue and south of the proposed E-Square. The Times building will replace the E-Square Lofts Initiative.

Mr. Hudson expressed concern about the relocation of the Library to the Heironimus Building, citing the high volume of traffic and the lack of parking at the original site; whereupon, Mr. Long stated that the matter has been addressed in

different ways under two different sites; the Heironimus Building is a one-story building, the ABC store next door would be demolished and the site could be used for a parking garage; and there would be some drive-in parking next to the Library.

Mr. Bestpitch raised a question concerning the issue of the north end of the First Street Bridge where the parking garage extends outward, and how much of an issue would it be to reestablish First Street Bridge for vehicular traffic; whereupon, Mr. Long stated that the bridge should be used for cars, not truck traffic.

Mr. Bestpitch commented on the recommendations with regard to Elmwood Park; there are two elements of Elmwood Park that exist today that are apparent: (1) large, mature trees and it is important to preserve as many trees as possible; (2) outcropping of rocks along the rise, which was naturally excavated at some point and is a unique feature. He strongly opposed any design that would eliminate the rocks.

Due to concerns expressed by Mr. Hudson with regard to parking in E-Square, the City Manager suggested that a meeting be scheduled with the parking consultant in the near future.

Mr. Bestpitch called attention to transit and parking issues, and stated that he was in support of a shuttle down Jefferson Street, however, the shuttle should be extended. Mr. Long stated that the shuttle must be launched at the right moment in order to be successful, and it may be advantageous to wait until the first phase of the Carilion Biomedical Institute has been completed.

**FUTURE OF GRANDIN THEATRE:** Council Member Harris called attention to a business plan that was prepared by the Grandin Theatre Foundation relative to acquiring, rehabilitating, and operating the Grandin Theatre. He advised that in anticipation of an announcement of the closing of the Grandin Theatre, a number of citizens met to discuss the issue of the Grandin Theatre operating as a non-profit community-base theatre.

Mr. Harris requested that Council consider partnering with the Grandin Theatre Foundation, Inc., essentially in saving the Grandin Theatre; if the Grandin Theatre is lost as a film venue, the City has lost its one venue; Grandin Road merchants have clearly indicated that they consider the Grandin Theatre to be a key to the economic vibrancy of the Grandin Road commercial district; and the Grandin Theatre Foundation is seeking approximately \$1.2 million, \$400,000.00 for acquisition, \$800,000.00 for renovations to the inside of the Theatre and update projection equipment.

Council Member Harris stated that the Foundation requests a partnership with the City of \$500,000.00, with the City to consider an initial appropriation of \$100,000.00, which would allow the Foundation to begin acquiring the Theatre; and if the Grandin Theatre Foundation cannot acquire the Theatre in a timely manner, the owner has no other alternative but to offer the Theatre for sale.

Mr. Harris further stated that over a period of five years, the City is requested to appropriate \$80,000.00 per year, for a total of \$500,000.00; in order to receive funds from the City, the Grandin Theatre Foundation will raise an equal amount, which will be a dollar for dollar match through private sector fundraising efforts.

The City Manager advised that she has reviewed the business plan and it appears that the Theatre can operate without any kind of subsidy if restructured into a non-profit entity. She further advised that any contribution by the City should clearly indicate that operating subsidies will not be provided to the activity which is intended to be self-sufficient, and the Foundation has agreed to make its request for City funding over multiple years, in smaller increments. She recommended that Council support the project as presented by Council Member Harris.

Mayor Smith expressed concern with regard to the amount of funds that the City is being requested to subsidize; and asked if the Grandin Road Business District was part of a special tax district. Council Member Harris responded that he was not aware of any discussions relative to a special tax district along Grandin Road.

Vice-Mayor Carder inquired about the purchase price of \$400,000.00; whereupon, Council Member Harris stated that the amount included the real estate, the business equipment, etc.

Vice-Mayor Carder also inquired about the City's position in terms of ownership; whereupon, the City Manager responded that the issue has not been addressed, and it is not the City's intention to own or have an interest in the Grandin Theatre.

With regard to a special tax district, the City Manager agreed to contact the business association in the Grandin Road area.

Following further discussion and without objection by Council, the City Manager was requested to identify the funding mechanism, to draft a proposed agreement with the Grandin Theatre Foundation relative to funding, and to simultaneously contact the Grandin Road Merchants Association relative to a special tax district.



**OTHER BUSINESS:**

**CITY MARKET-HUMAN RESOURCES:** Mr. Bestpitch expressed concern with regard to individuals engaging in activities that are incompatible with the City's expectations on the City Market; and advised that removal of benches would not solve existing problems. He stated that citizens do not have benches to enjoy because of inappropriate behavior by a certain segment of the population.

Council Member Bestpitch further advised that the focus should be on behavior rather than removal of benches, and inquired as to whether the City should think in terms of law enforcement responsibility by increasing police presence in the City Market area.

Following comments by Members of Council, the City Manager advised that a panhandling ordinance will be forwarded to Council for consideration on November 5, 2001. She stated that a decision has not been made regarding removal or elimination of benches, but certain trash cans in the City Market area have been relocated.

There being no further business, the Mayor declared the meeting adjourned at 4:35 p.m.

**A P P R O V E D****ATTEST:**

**Mary F. Parker**  
City Clerk

**Ralph K. Smith**  
Mayor

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C-1

## REGULAR WEEKLY SESSION-----ROANOKE CITY COUNCIL

December 3, 2001

12:15 p. m.

The Council of the City of Roanoke met in regular session on Monday, December 3, 2001, at 12:15 p. m., the regular meeting hour, in the City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor Ralph K. Smith presiding, pursuant to Chapter 2, Administration, Article II, City Council, Section 2-15, Rules of Procedure, Rule 1, Regular Meetings, Code of the City of Roanoke (1979), as amended.

PRESENT: Council Members William White, Sr., William H. Carder, Linda F. Wyatt, W. Alvin Hudson, Jr., C. Nelson Harris, William D. Bestpitch and Mayor Ralph K. Smith-----7.

ABSENT: None-----0.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; James D. Grisso, Director of Finance; and Mary F. Parker, City Clerk.

COMMITTEES-COUNCIL: A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss personnel matters relating to vacancies on various authorities, boards, commissions and committees appointed by the Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended, was before the body.

Mr. Carder moved that Council concur in the request of the Mayor to convene in a Closed Meeting to discuss personnel matters relating to vacancies on various authorities, boards, commissions and committees appointed by the Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Hudson and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

DIRECTOR OF FINANCE-COMMITTEES-COUNCIL: A communication from Council Member C. Nelson Harris, Chair, City Council's Personnel Committee, requesting that Council convene in a Closed Meeting to discuss appointment of a new Director of Finance, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

Mr. Carder moved that Council concur in the request of Council Member Harris, Chair, City Council's Personnel Committee, to convene in a Closed Meeting to discuss appointment of a new Director of Finance, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Hudson and adopted by the following vote:

**AYES:** Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

**NAYS:** None-----0.

At 12:17 p. m., the Mayor declared the meeting in recess to be immediately reconvened in the Emergency Operations Center Conference Room, Room 159, for a meeting of City Council, the Roanoke City School Board, and area legislators.

At 12:20 p. m., the Council meeting reconvened in the Emergency Operations Center Conference Room, Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., with Mayor Smith and School Board Chair, Sherman P. Lea presiding.

**CITY COUNCIL MEMBERS PRESENT:** William White, Sr., William H. Carder, Linda F. Wyatt, W. Alvin Hudson, Jr., C. Nelson Harris, William D. Bestpitch and Mayor Ralph K. Smith-----7.

**ABSENT:** None-----0.

**SCHOOL TRUSTEES PRESENT:** Charles W. Day, Marsha W. Ellison, Gloria O. Manns, Ruth C. Willson, and Sherman P. Lea-----5.

**ABSENT:** Melinda J. Payne and Brian J. Wishneff-----2.

**OTHERS PRESENT:** John L. Edwards, State Senator; Delegate A. Victor Thomas; Delegate Clifton A. Woodrum, III; Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; James D. Grisso, Director of Finance; Mary F. Parker, City Clerk; E. Wayne Harris, Superintendent, Roanoke City Public Schools; Cindy L. Lee, Clerk to the Roanoke City School Board; Legislative Aides Allison Baird, Clara Crouch and Brian Shepherd; and Thomas A. Dick, City of Roanoke Legislative Liaison.

On behalf of the Members of Council, the Mayor welcomed Senator Edwards, Delegate Thomas, Delegate Woodrum and their respective legislative aides to the meeting.

Following lunch, the business session convened at 12:45 p. m.

The Mayor advised that the purpose of the meeting was to discuss the City of Roanoke and the Roanoke City Public Schools 2002 Legislative Programs.

On behalf of the School Board, Chairman Lea expressed appreciation for the opportunity to meet with the City's delegation to the General Assembly to discuss the needs of the Roanoke City Public Schools.

Thomas A. Dick, City of Roanoke Legislative Liaison, presented an overview of the City's proposed 2002 Legislative Program.

Charles W. Day, Roanoke City School Board representative to the Legislative Committee, presented highlights of the School's proposed 2002 Legislative Program.

Senator Edwards advised that 2002 will be a particularly difficult year at the General Assembly level with decreasing revenue figures. At the same time, he noted that the Commonwealth of Virginia has a new Governor and new budgetary priorities will be established. He stated that fully funding the Standards of Quality would not only help to solve the larger problems associated with education in Virginia, but also the fiscal problems experienced by many localities. He noted that the Lieutenant Governor has discussed the need to increase State funding to the statutory level of 55 per cent, the level is now approximately 43 per cent, the State has not been within the five per cent level of actually fully funding educational needs for many years, and it is a worthy goal that the State should strive to achieve. He advised that for several years, he has advocated a trust fund in which localities could pool their lottery funds to be used for infrastructure needs, with funds to be disbursed to localities based on a formula which would provide a stream of money in which to bond against. He explained that the City of Roanoke would receive approximately \$3.4 million annually, the benefit of which would be a permanent stream of revenue; and progress has been made on the initiative in the last three to four years.

He stated that Roanoke has done an excellent job in reducing the number of students per school class room size and Roanoke enjoys reputation of having an outstanding public education system. He commended the City on moving forward with the passenger rail station renovation to a visitor's center and the O. Winston Link Museum which is an initiative that will help to develop the area and move forward with the concept of the TransDominion Express. He stated that he has enjoyed working with City and School representatives on legislative issues, and expressed support of the City's legislative agenda.

Delegate Thomas also called attention to difficult financial times ahead in the 2002 Session of the General Assembly and advised that he will continue to work with Senator Edwards and Delegate Woodrum and others in order to represent the

interests of localities similar to Roanoke to ensure that additional burdens are not placed on those localities. He encouraged the localities to band together to overcome funding obstacles, and pledged his support to the City and the School Board in addressing the needs of the City and its school system.

Delegate Woodrum commended City staff and School staff, as well as the City's legislative liaison, Thomas Dick, on their efforts to move the City of Roanoke forward. He advised that teacher retention and recruitment relates to paying satisfactory salaries because if educators are properly compensated, teacher retention and recruitment will not be a problem for the locality. He commended the City and the Schools on their 2002 Legislative Program and pledged his support in efforts to obtain as much funding as possible for Southwest Virginia.

Vice-Mayor Carder advised that the Commonwealth of Virginia is one of the lowest tax states in the United States, and expressed concern with regard to how the City can continue to provide services without increasing its revenue base. He asked that the General Assembly provide local governments with more flexibility with regard to raising revenues. He called attention to the South Jefferson Street Revitalization Plan which is currently in progress and advised that the City would save money if it were afforded some of the same revitalization incentives that counties and rural areas receive for the re-use of brown fields. He asked that emphasis be placed on revitalization efforts.

Mr. Bestpitch advised that a comprehensive restructuring of the total tax system and revenue sharing of the income tax with localities is needed. He called attention to the need for City Council, the School Board, constituents, and other counter parts in Virginia localities to work together with the General Assembly to review the matter and to establish a significant restructuring of the entire tax system.

Over a period of time, the City Manager advised that there has been a dramatic change in representation to the General Assembly as urban communities have become smaller and population has moved to the rural and suburban areas. Some years ago, she stated that the City of Roanoke was one of several cities that initiated what has now become known as the First Cities Coalition composed of 14 members. She explained that banding together with localities that are experiencing similar problems may provide a route to future success, because speaking as a larger group rather than a single community will generate more action. She concurred with previous comments that restructuring of the revenue stream and service priorities is needed.

There being no further business, the Mayor declared the meeting of Roanoke City Council in recess at 1:35 p. m., to be reconvened in closed session at 1:45 p. m., in the City Council's Conference Room, fourth floor, Noel C. Taylor Municipal Building.

At 2:00 p. m., on Monday, December 3, 2001, the regular meeting of City Council reconvened in the Roanoke City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, with the following Council Members in attendance, Mayor Smith presiding.

**PRESENT:** Council Members William White, Sr., William H. Carder, Linda F. Wyatt, W. Alvin Hudson Jr., C. Nelson Harris, William D. Bestpitch and Mayor Ralph K. Smith-----7.

**ABSENT:** None-----0.

**OFFICERS PRESENT:** Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; James D. Grisso, Director of Finance; and Mary F. Parker, City Clerk.

The reconvened meeting was opened with a prayer by The Reverend Kevin S. Smith, Pastor, Washington Heights Grace Brethren Church.

The Pledge of Allegiance to the Flag of the United States of America was led by Mayor Smith.

#### **PRESENTATIONS AND ACKNOWLEDGMENTS:**

**PROCLAMATIONS-SCHOOLS:** The Mayor welcomed Brian D. Doherty, Wendy's High School Heisman Winner. He advised that Mr. Doherty has achieved the distinguished honor of being one of 102 students to receive the 2001 State Wendy's High School Heisman Award and will compete in the national rounds of competition where 12 students will be chosen from six Heisman geographic regions to participate in the Wendy's High School Heisman Award ceremonies in New York City on December 7-10, 2001. The Mayor presented Mr. Doherty with a proclamation declaring Monday, December 3, 2001, as Brian Daniel Doherty - Wendy's High School Heisman Winning Day in the City of Roanoke.

#### **CONSENT AGENDA**

The Mayor advised that all matters listed under the Consent Agenda were considered to be routine by the Members of Council and would be enacted by one motion in the form, or forms, listed on the Consent Agenda, and if discussion was desired, that item would be removed from the Consent Agenda and considered separately.

**AUDIT COMMITTEE-SCHOOLS:** Minutes of the Joint Audit Committee meeting of the Roanoke City Council and the Roanoke City School Board which was held on Wednesday, November 14, 2001, were before the body.

The Joint Audit Committee considered the following items:

Engagement Letter

Annual Plan for FY2002

Schedule of School Board Audit Committee Meetings for FY2002

Mr. Carder moved that the Minutes be received and filed. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

**TRAFFIC-HOSPITALS:** A communication from the City Manager advising that Carilion Medical Center, an affiliate of Carilion Health System, plans to construct a new addition to the Medical Center, as well as construct a new 1,000 occupancy parking facility; construction will create a temporary shortage of parking spaces for staff, physicians, residents, patients and visitors at the Medical Center, with construction projects scheduled to begin in January 2002; Carilion has requested the lease of parking at Victory Stadium for employees who will be displaced by construction projects; and a minimum of 200 and a maximum of 300 parking spaces are requested for an initial period of up to two years, subject thereafter to monthly renewal by mutual agreement of the parties, was before Council.

It was further advised that the City has space available at Victory Stadium, which is located on property adjacent to the footbridge connecting Wiley Drive to the grounds of Victory Stadium; and a Lease Agreement will be prepared to be effective January 1, 2002, containing the following provisions:

The Agreement will specify that Carilion Medical Center has exclusive right to the use of the Leased Property on business days (Monday-Friday) and during business hours (6:00 a. m. - 6:00 p. m.) for a term of up to two years; the lease may be extended on a month-to-month basis upon mutual agreement between the City and Carilion Medical Center; the Medical Center shall pay to the City \$8.00 per month per space, or a minimum of \$1,600.00 per month for 200 parking spaces; if additional spaces are required, the monthly rental rate will be increased proportionately; a minimum of \$38,400.00 in estimated revenue collected from the Lease Agreement will be deposited in Parks and Recreation Recovered Cost Account No.

001-620-7110-8005 to be utilized for improvements to Parks and Recreation programs; the Medical Center will be responsible for maintenance of the leased property including improvements to the lot; and the Medical Center will also provide security for the leased property and carry the appropriate amount of insurance during the lease period.

The City Manager recommended that Council authorize a public hearing to be held on Monday, December 17, 2001, at 7:00 p. m.

Mr. Carder moved that Council concur in the recommendation of the City Manager to advertise a public hearing as abovereferenced for Monday, December 17, 2001, at 7:00 p. m., or as soon thereafter as the matter may be heard in the City Council Chamber. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch, and Mayor Smith-----7.

NAYS: None-----0.

HUMAN DEVELOPMENT-INDUSTRIES-ROANOKE ART COMMISSION-ROANOKE NEIGHBORHOOD PARTNERSHIP-OATHS OF OFFICE-COMMITTEES: The following reports of qualification were before Council:

Henry Scholz and Stark H. Jones as members of the Roanoke Neighborhood Partnership Steering Committee for terms ending November 30, 2004;

William L. Bova as a Director of the Industrial Development Authority of the City of Roanoke for a term ending October 20, 2005; and

Courtney A. Penn as a member of the Advisory Board of Human Development for a term ending November 30, 2005, and as a member of the Roanoke Arts Commission to fill the unexpired term of Sherlie Doherty, resigned, ending June 20, 2003.

Mr. Carder moved that the report of qualification be received and filed. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch, and Mayor Smith-----7.

NAYS: None-----0.



## REGULAR AGENDA

### **PUBLIC HEARINGS:**

**BONDS/BOND ISSUES-RIVERSIDE CENTRE:** Pursuant to Resolution No. 25523 adopted by the Council on Monday, April 6, 1981, the City Clerk having advertised a public hearing for Monday, December 3, 2001, at 2:00 p.m., or as soon thereafter as the matter may be heard, with regard to issuance of \$12 million of Qualified Redevelopment Bonds in connection with the South Jefferson Redevelopment Area, also known as the Riverside Centre for Research and Technology, the matter was before the body.

Legal advertisement of the public hearing was published in The Roanoke Times on Monday, November 19, 2001.

A report of the Director of Finance and the City Manager advising that Council authorized the issuance of \$56,245,000.00 of General Obligation Bonds to fund various public improvement projects, including \$12,000,000.00 for the South Jefferson Redevelopment Area, also known as the Riverside Centre for Research and Technology; Council was advised on November 5, 2001, that the City's bond attorney had issued an opinion that the bonds for the South Jefferson Redevelopment Area met the Internal Revenue Services' private activity tests and must be issued as taxable bonds; the State of Virginia receives an annual allocation of Qualified Redevelopment Bonds (QRB's) from the Federal Government that may be issued as tax exempt bonds for purposes such as the South Jefferson Redevelopment Area; application has been submitted to the State for a portion of its allocation of QRB's in order to fund the project with tax exempt bonds, thus saving up to two percentage points on the interest rate for the bonds; and if the City is not successful in receiving a portion of the State's allocation of QRB's, taxable bonds will be issued for the project, was before Council.

The Director of Finance and the City Manager recommended that Council adopt a resolution authorizing issuance of \$12,000,000.00 of Qualified Redevelopment Bonds.

Mr. White offered the following resolution:

(#35675-120301) A RESOLUTION of the City Council of the City of Roanoke, Virginia, as applicable elected representative approving, for purposes of section 147(f) of the Internal Revenue Code of 1986, the issuance of \$12,000,000.00 principal amount of General Obligation Public Improvement Bonds, the proceeds of which are

to be granted by the City to the Roanoke Redevelopment and Housing Authority for the purpose of assisting such Authority in paying a portion of the costs of a redevelopment project known as the South Jefferson Redevelopment Area Project.

(For full text of Resolution, see Resolution Book No. 65 page 306.)

Mr. White moved the adoption of Resolution No. 35675-120301. The motion was seconded by Mr. Carder.

The Mayor inquired if there were persons present who would like to be heard in connection with the matter. There being none, Resolution No. 35675-120301 was adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch, and Mayor Smith-----7.

NAYS: None-----0.

The Mayor declared the public hearing closed.

#### PETITIONS AND COMMUNICATIONS:

**ZONING-COMPLAINTS:** Keith Farmer, Director, Straight Street, appeared before Council and advised that he directs a youth outreach in downtown Roanoke known as Straight Street, located at 109 Luck Avenue, S. W.; and Fusion, a bar currently located on Franklin Road, plans to relocate its operation to a building beside the youth center. He explained that there is no restriction or code regulation that would prevent a bar from opening at that location; and while it may be too late to prevent Fusion from opening beside Straight Street, he requested that Council consider a zoning restriction that would prevent a bar or similar operation from opening beside a youth center or establishment serving children and youth in the future. He expressed concern inasmuch as Straight Street serves what could be considered high-risk youth, many of whom face problems at home with drug and alcohol abuse, or they are currently struggling with substance abuse problems personally.

The request to appear before Council was sponsored by Mayor Smith and Council Member Harris.

The City Attorney advised that the State regulates the sale of alcoholic beverages and to a large extent pre-empts local government regulation; however, he called attention to a provision in the City Code which allows localities to establish reasonable zoning regulations applicable to establishments where alcoholic

beverages are served. In reviewing the Zoning Ordinance, he added that the City has no regulations specifically directed toward establishments that serve alcoholic beverages which is a topic that the City Planning Commission might want to review, either now or as a part of the comprehensive revisions to the City's Zoning Ordinance.

Without objection by Council, the Mayor advised that the remarks of Mr. Farmer would be received and filed.

**REPORTS OF OFFICERS:**

**CITY MANAGER:**

**BRIEFINGS:** None.

**ITEMS RECOMMENDED FOR ACTION:**

**ROANOKE CIVIC CENTER-EQUIPMENT:** The City Manager submitted a communication advising that at its meeting on June 4, 2001, Council authorized issuance of \$3.0 million general obligation public improvement bonds for the purpose of providing funds to defray the cost of needed public improvements to the Roanoke Civic Center; several equipment purchases are needed at the Civic Center in order to provide expected levels of service and to comply with the City's contractual requirements for events at the Civic Center; the equipment is a part of the Civic Center Expansion and Renovation Project-Phase I and includes a portable basketball floor, two basketball goals, two time clocks, and an ice floor covering, at a total cost of approximately \$250,000.00, which will be funded through the sale of general obligation bonds; the basketball floor, goals and time clocks have been purchased, and there is currently a need to purchase the ice floor covering; bids for the purchase and installation of an ice floor covering were advertised; three bids were received, with Innovative Arena Products, Inc., submitting the lowest bid meeting specifications; in the amount of \$100,966.00, and funding is available in the "Civic Center Expansion and Renovation – Phase I" account.

The City Manager recommended that Council accept the bid of Innovative Arena Products, Inc., for the total cost of \$100,966.00 and reject all other bids received by the City.

Mr. Carder offered the following resolution:

(#35676-120301) A RESOLUTION accepting the bid of Innovative Arena Products, Inc., for the purchase and installation of an ice floor covering for the Roanoke Civic Center; and rejecting all other bids made to the City.

(For full text of Resolution, see Resolution Book No. 65, page 308.)

Mr. Carder moved the adoption of Resolution No. 35676-120301. The motion was seconded by Mr. Hudson and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch, and Mayor Smith-----7.

NAYS: None-----0.

**SIDEWALK/CURB AND GUTTER-BUDGET:** The City Manager submitted a communication advising that new sidewalks, entrances and curbs, Phase VI, consists of installing approximately 25,000 square feet of sidewalk, 15,000 linear feet of curb and 10,000 square feet of entrances on various streets within the City; two bids were received by the City, with H. & S. Construction Company submitting the low bid, in the amount of \$719,775.00, and 365 consecutive calendar days for completion of the project; funding in the amount of \$791,750.00 is needed for the project, with additional funds that exceed the contract amount to be used for miscellaneous project expenses, including advertising, prints, test services, minor variations in bid quantities and unforeseen project expenses; funding in the amount of \$509,963.00 is available in Public Improvement Bonds - Series 1999, Streets and Sidewalks, Account No. 008-052-9709-9191; and the remainder of funds, \$281,787.00, is available in Account No. 008-530-9510-9003, Curb, Gutter and Sidewalk – Phase VI.

The City Manager recommended that Council accept the bid of H. & S. Construction Company, in the amount of \$719,775.00 with 365 consecutive calendar days for completion of the project; reject all other bids received by the City; and transfer \$509,963.00 from Public Improvement Bonds - Series 1999, Account No. 008-052-9709-9191, to Account No. 008-530-9510-9001, Curb, Gutter and Sidewalk–Phase VI.

Mr. White offered the following emergency budget ordinance:

(#35677-120301) AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 309.)

Mr. White moved the adoption of Ordinance No. 35677-120301. The motion was seconded by Mr. Carder.

Mr. E. Duane Howard, 508 Walnut Avenue, S. W., called attention to vehicles that are parked on curbs and sidewalks throughout the City of Roanoke. He also called attention to abuse by City employees who park City vehicles on the sidewalks

and curbs which are not designed to take this type of abuse. He urged that Council and the City Manager take the appropriate action to prohibit the parking of vehicles on the City's curbs and sidewalks.

The City Manager advised that because some of the violations involve City vehicles, a policy statement was issued prohibiting the parking of City vehicles on sidewalks and curbs, the only exception being if the City Manager grants permission due to unusual circumstances. She stated that the Police Department has been instructed to cite City employees, as well as private citizens, for violations.

Ordinance No. 35677-120301 was adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

Mr. White offered the following emergency ordinance:

(#35678-120301) AN ORDINANCE accepting the bid of H. & S. Construction Company for the installation of approximately 25,000 square feet of sidewalk, 15,000 linear feet of curb and 10,000 square feet of entrances on various streets within the City in connection with the New Concrete Sidewalks, Entrances and Curb - Phase VI Project, upon certain terms and conditions and awarding a contract therefor; authorizing the proper City officials to execute the requisite contract for such work; rejecting all other bids made to the City for the work; and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 310.)

Mr. White moved the adoption of Ordinance No. 35678-120301. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

Mr. White expressed concern with regard to street lights in need of replacement; whereupon, the City Manager advised that there is no formal replacement program on the part of American Electric Power. She stated that correspondence has been forwarded to the electric company strongly

recommending given the number of fixtures that are currently out of service throughout the City, that there is a need to initiate a policy for regular street light replacement. She stated that the matter will also be addressed when franchise renegotiation is discussed.

**STREET LIGHTS-RAILSIDE LINEAR WALK-STREETS AND ALLEYS:** The City Manager submitted a communication advising that the Railside Linear Walk connects the City Market area to the Virginia Museum of Transportation along Norfolk Avenue; Phases I through IV have been completed; Phase V, which is the final phase, is the elevated walkway in front of Warehouse Row between First Street and Second Street; three bids were received with Breakell, Inc., submitting the low bid in the amount of \$645,969.00 and 180 consecutive calendar days for completion of the project; the City and Appalachian Power Company, d/b/a American Electric Power (AEP), have entered into a Street Lighting Agreement dated July 1, 1995, providing for street lights and associated electrical current; and pursuant to the Street Lighting Agreement and negotiations, AEP will provide appropriate street lights and underground electrical work for Phase V of the Railside Linear Walk Project for an amount not to exceed \$200,000.00.

It was further advised that project cost is estimated to be:

Base Contract (Phase V)	\$645,969.00
AEP Street Lights and Underground Electrical Work	200,000.00
Testing and Miscellaneous Project Expenses	<u>70,000.00</u>
<b>Total</b>	<b><u>\$915,969.00</u></b>

It was explained that funding in the amount of \$511,583.00 is available in the following project accounts: Railside Linear Park – Phase IV, Account No. 008-052-9730 (\$15,700.00), Railside Linear Walk – Phase II, Account No. 008-052-9717 (\$148,907.00), and Railside Linear Walk – Phase V, Account No. 008-530-9759 (\$346,976.00); additional funding of \$300,000.00 is to be reimbursed from an ISTEA grant; the balance of funds needed for the project, \$104,386.00, is available in Account No. 008-052-9573, Greater Gainsboro Parking Garage; and additional funding in excess of the contract amount will be used for lighting and electrical costs, as well as miscellaneous project expenses, including advertising, printing, testing services, minor variations in bid quantities and unforeseen project expenses.

The City Manager recommended that Council take the following actions:

Accept the bid of Breakell, Inc., in the amount of \$645,969.00, with 180 consecutive calendar days of contract time, and reject all other bids received by the City.

Authorize execution of any necessary documents or agreements in connection with the Street Lighting Agreement dated July 1, 1995, with Appalachian Power Company, d/b/a American Electric Power (AEP), in order to provide appropriate street lights and associated electrical work for Phase V of the Railside Linear Walk Project in an amount not to exceed \$200,000.00.

Transfer \$15,700.00 from Account No. 008-052-9730, Railside Linear Park – Phase IV, \$148,907.00 from Account No. 008-052-9717, Railside Linear Walk – Phase II, and \$104,386.00 from Account No. 008-052-9573, Greater Gainsboro Parking Garage, to Account No. 008-530-9759, Railside Linear Walk – Phase V; appropriate \$300,000.00 to be reimbursed by an ISTE grant to Account No. 008-530-9759, Railside Linear Walk – Phase V; and establish an Account Receivable of the same.

Ms. Wyatt offered the following emergency budget ordinance:

(#35679-120301) AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 311.)

Ms. Wyatt moved the adoption of Ordinance No. 35679-120301. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

Ms. Wyatt offered the following emergency ordinance:

(#35680-120301) AN ORDINANCE accepting the bid of Breakell, Inc., for the construction of an elevated walkway in front of Warehouse Row between First Street and Second Street in connection with the Railside Linear Walk - Phase V Project, upon certain terms and conditions and awarding a contract therefor; authorizing the proper City officials to execute the requisite contract for such work; rejecting all other bids made to the City for the work; and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 313.)

Ms. Wyatt moved the adoption of Ordinance No. 35680-120301. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

Ms. Wyatt offered the following emergency ordinance:

(#35681-120301) AN ORDINANCE authorizing the City Manager to execute any necessary documents or agreements in connection with the Street Lighting Agreement between the City and Appalachian Power Company, d/b/a American Electric Power (AEP), dated July 1, 1995, in order for AEP to provide the appropriate street lights and associated electrical work for Phase V of the Railside Linear Walk Project; and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 314.)

Ms. Wyatt moved the adoption of Ordinance No. 35681-120301. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

**TELEPHONE EQUIPMENT:** The City Manager submitted a communication advising that the need for the procurement of a new telephone system was identified by the City's Department of Technology; five bids were received and evaluated; however, due to considerable technological advances, the original specifications of the bid are now considered obsolete; additionally, procurement procedures were not followed after bid opening by the City's consultant, thus, bids that were received by the City should be rejected, and a new and updated Request for Proposals should be formulated to include the necessary specifications to meet the City's current needs.

It was further advised that although the sealed bid method of procurement would normally be used, it is not practicable in this case; the City Code provides, as an alternate method of procurement to using the bid process, a process identified as "competitive negotiation;" however, prior approval by Council is necessary before the alternate method may be used; this method will allow for competitive negotiations with two or more providers to determine the best qualified at the most competitive price; and the experience, qualifications and references of firms that can provide the system are of equal, if not greater, importance as the cost.



The City Manager recommended that Council reject all bids received by the City and authorize the use of competitive negotiation as the method to secure vendors to provide the City's new telephone system.

Mr. Carder offered the following resolution:

(#35682-120301) A RESOLUTION rejecting all bids for the purchase of a new telephone system for the City of Roanoke and designating the procurement method known as competitive negotiation, rather than the procurement method known as competitive sealed bidding, to be used in procuring the telephone system.

(For full text of Resolution, see Resolution Book No. 65, page 315.)

Mr. Carder moved the adoption of Resolution No. 35682-120301. The motion was seconded by Mr. Hudson and adopted by the following vote:

AYES: Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

NAYS: None-----0.

DIRECTOR OF FINANCE:

DIRECTOR OF FINANCE-AUDITS/FINANCIAL REPORTS: The Director of Finance submitted the Financial Report for the City of Roanoke for the month of October, 2001.

Mr. Martin Jeffrey, 3912 Hyde Park Drive, S. W., Roanoke County, commended the Director of Finance and the staff of the Finance Department on the level of financial reporting that is provided for the City of Roanoke which has resulted in numerous awards for financial reporting. He stated that the Finance Department works well under its current organizational structure, separate and apart from other City departments, and should continue to operate in that manner.

Without objection by Council, the Mayor advised that the Financial Report would be received and filed.

DIRECTOR OF FINANCE-AUDITS/FINANCIAL REPORTS: The Director of Finance submitted a written report transmitting the audited fiscal year 2001 Comprehensive Annual Financial Reports for the City of Roanoke and the City of Roanoke Pension Plan. He advised that the audited General Fund balance as of June 30, 2001, designated for the Capital Maintenance and Equipment Replacement

Program (CMERP) is \$6,585,034.00, the same as reported on August 20, 2001; of this balance, \$814,204.00 is designated for use by the Schools; additionally, \$316,300.00 of the balance was carried forward from the fiscal year 2000 CMERP; and the audited School CMERP of \$557,872.00 is likewise unchanged.

Without objection by Council, the Mayor advised that the report would be received and filed.

**REPORTS OF COMMITTEES:** None.

**UNFINISHED BUSINESS:** None.

**INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:**

**ACTS OF ACKNOWLEDGMENT-CITIZEN OF THE YEAR:** Mr. Hudson offered the following resolution officially naming The Reverend Edward T. Burton as Roanoke's Citizen of the year for 2001:

(#35683-120301) A RESOLUTION naming The Reverend Edward T. Burton Citizen of the Year 2001 for the City of Roanoke.

(For full text of Resolution, see Resolution Book No. 65, page 316.)

Mr. Hudson moved the adoption of Resolution No. 35683-120301. The motion was seconded by Mr. Carder and adopted by the following vote:

**AYES:** Council Members White, Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----7.

**NAYS:** None-----0.

**MOTIONS AND MISCELLANEOUS BUSINESS:**

**INQUIRIES AND/OR COMMENTS BY THE MAYOR AND MEMBERS OF COUNCIL:**

**CITY COUNCIL:** Council Member Bestpitch clarified that under the newly adopted agenda format for streamlining City Council meetings, any person may address Council under the Petitions and Communications section of the agenda, provided that the request is sponsored by two Members of Council, or the City Manager, or citizens may appear under Hearing of Citizens at the end of the Council meeting.

**CITY COUNCIL-UNITED WAY:** Vice-Mayor Carder advised that there is a misunderstanding in the community regarding the difference between the Red Cross and the local Roanoke Valley United Way agency. He stated that problems the Red Cross has experienced in disbursing money to the victims of the September 11, 2001, tragedy has nothing to do with the local United Way agency; the local United Way organization funds 71 agencies locally, it is an independent agency and voluntarily passes one-half of one per cent to the national United Way office. He stated that the Roanoke Valley United Way needs local support for community service agencies and encouraged citizens of the City of Roanoke to continue their level of giving.

**CITY COUNCIL:** Council Member Hudson advised that he was not present when Council voted to change its rules of procedure for conducting City Council meetings; however, had he been present, he would have voted against the motion. He stated that Council had a procedure in place that has worked well for many years and should not be changed.

**CITY MANAGER COMMENTS:**

**CITY MANAGER:** The City Manager encouraged citizens to contribute to local United Way agencies.

She called attention to publications that will be available in the near future for the citizens of Roanoke; i.e.: the Municipal Calendar and the Citizens' Magazine.

At this point, the Mayor announced that RVTV Channel 3 coverage of the Council meeting would conclude.

**OTHER HEARING OF CITIZENS UPON PUBLIC MATTERS:** The Mayor advised that Council sets this time as a priority for citizens to be heard; and matters requiring referral to the City Manager will be referred, without objection by Council, for response, report and recommendation to Council.

**COMPLAINTS-CITY COUNCIL:** Ms. Brenda Hale, 3595 Parkwood Drive, S. W., called attention to numerous telephone calls and communications from members of the Roanoke Branch of the NAACP regarding freedom of speech at City Council meetings. She asked that the Mayor and Council Members reconsider the new policy and procedures regarding the conduct of City Council meetings, and that Council consider the right of all citizens to be heard at City Council meetings.

Mr. Bestpitch called attention to instances when citizens have used the Council forum as a means to make announcements relative to personal/private business interests in an effort to expand their customer base, and the new rules of procedure will prohibit the use of the Council meeting for that purpose.

Vice-Mayor Carder advised that the current structure provides an opportunity for citizens to have open dialogue with Council Members, off camera, which is a more comfortable arrangement for some persons. He stated that citizens are permitted to speak on any agenda item.

Ms. Wyatt advised that with television cameras turned off, some citizens feel more comfortable in expressing their views because some individuals are intimidated by the television camera, while for other persons, the television camera might have been too enticing.

Mr. E. Duane Howard, 518 Walnut Avenue, S. W., advised that it is not up to a reporter covering a City Council meeting to decide what may or may not be of interest to the citizens of Roanoke. He stated that there is confusion over the question of whether citizens may speak under the Petitions and Communications section of the agenda, or is that section reserved for presentations by organizations. He added that it is a step backward whenever a change is instituted in rules and regulations that lessen citizen involvement in the democratic process. He advised that there will always be persons who will grandstand before the television cameras, but in order to provide freedom of speech, for all citizens, Council must be willing to take the bad with the good. He stated that for those persons who cannot attend City Council meetings for whatever the reason, the television has been their only access to City Council meetings.

At 3:20 p. m., the Mayor declared the meeting in recess for two Closed Sessions.

At 3:50 p. m., the meeting reconvened in the Council Chamber, with Mayor Smith presiding, and all Members of the Council in attendance, with the exception of Council Member White, who left the meeting prior to the Closed Session.

**COUNCIL:** With respect to the Closed Meeting just concluded, Mr. Carder moved that each Member of City Council certify to the best of his or her knowledge that: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by City Council. The motion was seconded by Mr. Bestpitch and adopted by the following vote:

**AYES:** Council Members Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----6.

**NAYS:** None-----0.

(Council Member White left the meeting prior to the Closed Session.)

**OATHS OF OFFICE-COMMITTEES-ZONING:** The Mayor advised that the terms of office of Kermit E. Hale and Benjamin S. Motley as members of the Board of Zoning Appeals will expire on December 31, 2001, and called attention to a vacancy on the Board of Zoning Appeals created by the resignation of J. Clayton Grogan, for a term ending December 31, 2003; whereupon, he called for nominations to fill the vacancies.

Mr. Carder placed in nomination the names of Kermit E. Hale and Benjamin F. Motley.

Mr. Bestpitch placed in nomination the name of Philip H. Lemon.

There being no further nominations, Messrs. Hale and Motley were reappointed as members of the Board of Zoning Appeals for terms ending December 31, 2004, and Mr. Lemon was appointed to fill the unexpired term of Clayton Grogan, ending December 31, 2003, by the following vote:

**FOR MESSRS. HALE, MOTLEY AND LEMON:** Council Members Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----6.

(Council Member White left the meeting prior to the Closed Session.)

**OATHS OF OFFICE-COMMITTEES-HUMAN DEVELOPMENT:** The Mayor advised that there is a vacancy on the Advisory Board of Human Development created by the resignation of Anita J. Price, and called for nominations to fill the vacancy.

Ms. Wyatt placed in nomination the name of Cheri W. Hartman.

There being no further nominations, Dr. Hartman was appointed as a member of the Advisory Board of Human Development, for a term ending November 30, 2005, by the following vote:

**FOR DR. HARTMAN:** Council Members Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----6.

(Council Member White left the meeting prior to the Closed Session.)

**OATHS OF OFFICE-COMMITTEES-YOUTH:** The Mayor advised that there is a vacancy on the Youth Services Citizen Board created by the resignation of Sara Lee, and called for nominations to fill the vacancy.

Ms. Wyatt placed in nomination the name of Jamaal Jackson.

There being no further nominations, Mr. Jackson was appointed as a member of the Youth Services Citizen Board for a term ending May 31, 2002, by the following vote:

FOR MR. JACKSON: Council Members Carder, Wyatt, Hudson, Harris, Bestpitch and Mayor Smith-----6.

(Council Member White left the meeting prior to the Closed Session.)

At 3:55 p.m., the Mayor declared the City Council meeting in recess for a tour of the Williamson Road area.

Following the tour, the Mayor declared the meeting adjourned at 4:55 p.m.

**A P P R O V E D**

**ATTEST:**

**Mary F. Parker**  
City Clerk

**Ralph K. Smith**  
Mayor

-----

C-2

**CITY OF ROANOKE  
OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452  
ROANOKE, VIRGINIA 24011-1594  
TELEPHONE: (540) 853-2444  
FAX: (540) 853-1145

**RALPH K. SMITH**  
Mayor

February 4, 2002

The Honorable Vice-Mayor and  
Members of the Roanoke City Council  
Roanoke, Virginia

Dear Members of Council:

I would like to request a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,



Ralph K. Smith  
Mayor

RKS:sm

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5.a.



Office of the City Manager

February 4, 2002

The Honorable Mayor  
and Members City Council  
Roanoke, Virginia

Dear Mayor and Members of Council:

I would like to sponsor a request of Dr. E. Wayne Harris, School Superintendent, to present a Status Report on the school system, at the regular meeting of City Council on Monday, February 4, 2002, at 2:00 p.m.

Sincerely,

Darlene L. Bursham  
City Manager

DLB:ca



5.a.



Roanoke  
City Public Schools

RECEIVED  
CITY CLERKS OFFICE

Office of the Superintendent • P.O. Box 13145, Roanoke, Virginia 24011-4854  
02 JAN 28 PM 54

January 28, 2002

Mrs. Mary F. Parker, CMC  
Clerk, City of Roanoke  
215 Church Avenue, SW  
Room 456  
Roanoke, VA 24011-1536

Dear Mrs. Parker:

Roanoke City Public Schools is appreciative of the opportunities we have had in the past to present instructional program updates at City Council meetings. The Superintendent would like to present a program regarding the school system's English Language Learners Program at the afternoon City Council meeting on February 4, 2002.

Dr. Harris envisions the presentation will last approximately 15 minutes. Students who do not speak English as their first language participate in this program and represent a growing population among Roanoke City's student enrollment.

Please call me at extension 2381 or email me at [cle@roanoke.k12.va.us](mailto:cle@roanoke.k12.va.us) if you have any questions or additional information can be provided.

I will ask the Superintendent to be in the Council's meeting room by 2:00 p.m. on February 4.

Sincerely,

Cindy H. Lee, CPS  
Administrative Assistant  
to the Superintendent

Excellence in Education

5.b.

**CITY OF ROANOKE**  
**CITY COUNCIL**

215 Church Avenue, S.W., Room 456  
Roanoke, Virginia 24011-1536  
Telephone: (540) 853-2541  
Fax: (540) 853-1145

**RALPH K. SMITH**  
Mayor

**Council Members:**  
William D. Bestpitch  
William H. Carder  
C. Nelson Harris  
W. Alvin Hudson, Jr.  
William White, Sr.  
Linda F. Wyatt

February 4, 2002

The Honorable Mayor and Members  
of the Roanoke City Council  
Roanoke, Virginia

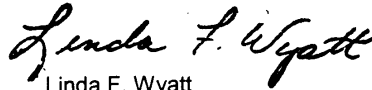
Dear Mayor Smith and Members of Council:

We jointly sponsor a request of Phillip F. Sparks, Executive Director, Roanoke Valley of Virginia Economic Development Partnership, to present a briefing on activities of the Economic Development Partnership, at the regular meeting of City Council on Monday, February 4, 2002, at 2:00 p.m.

Sincerely,



William H. Carder  
Vice-Mayor



Linda F. Wyatt  
Council Member

WHC:LFW:sm

pc: Darlene L. Burcham, City Manager

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5.b.



January 18, 2002

Honorable Mayor and Members of Roanoke City Council  
Roanoke, Virginia

Dear Mayor and Members of Council:

This is to request time on the February 4<sup>th</sup>, 2:00 p.m. City Council agenda to present a briefing of activities of the Roanoke Valley Economic Development Partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip F. Sparks".

Phillip F. Sparks  
Executive Director



111 FRANKLIN PLAZA, SUITE 333 • ROANOKE, VIRGINIA 24011 • 540-343-1550 • 1-800-LOCATE2 • FAX: 540-344-6096 • WWW.ROANOKE.ORG • RVEDP@ROANOKE.ORG



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5.c.



Office of the City Manager

February 4, 2002

The Honorable Mayor  
and Members City Council  
Roanoke, Virginia

Dear Mayor and Members of Council:

I would like to sponsor a request of Beryl Brooks, City Registrar, to present a request for emergency relocation of a polling place, at the regular meeting of City Council on Monday, February 4, 2002, at 2:00 p.m.

Sincerely,

Darlene L. Burcham  
City Manager

DLB:ca

5.c.

**Roanoke City Electoral Board**

Carl T. Tinsley, Sr., Chairman  
Frances V. Garland, Vice Chairman  
Gilbert E. Butler, Jr., Secretary

January 28, 2002

To: The Honorable Ralph K. Smith, Mayor, and  
Members of Roanoke City Council  
Municipal Building  
Roanoke, VA 24011

Re: Emergency Temporary Relocation of Jefferson #2 Polling Place

Gentlemen and Ms. Wyatt:

The Roanoke City Electoral Board obtained previous approval for a temporary change of polling place for the Jefferson #2 precinct from the National Guard Armory to the Roanoke City Schools Maintenance Building, for the November 6, 2001 General Election. Due to the continued Priority Alert status of the Armory we are still unable to use it for the upcoming Democratic Primary election on March 5, 2002, therefore we are requesting an extension indefinitely or until a permanent change can be made. (See resolution attached)

We are requesting that this matter be heard before the City Council at the next public meeting being held February 4, 2002. According to Section 24.2-310D approval, has already been granted by State Board of Elections and a copy of the request has been forwarded to the City Attorney for submission to Justice.

Thank you, for your cooperation and assistance in this matter.

Respectfully Submitted,

Gilbert E. Butler, Jr., Secretary  
Roanoke City Electoral Board


**Roanoke City Electoral Board**

Carl T. Tinsley, Sr., Chairman  
 Frances V. Garland, Vice Chairman  
 Gilbert E. Butler, Jr., Secretary

**RESOLUTION**
**ROANOKE CITY ELECTORAL BOARD**


January 09, 2002

Due to the continued Priority Alert status of our Precinct #008, Jefferson #2 located at the National Guard Armory, it is still inaccessible to civilian activities. Since we do not know how long the current status of our "National Emergency" will be in effect, the Roanoke City Electoral Board has unanimously agreed to seek approval for the extension of the following temporary change of polling place indefinitely or until a permanent change of location can be made.

**Temporary Change** - **From:** National Guard Armory  
 33 Reserve Ave., S.W.  
 Roanoke, VA 24016

**To:** Roanoke City Schools Maintenance Bldg.  
 250 Reserve Ave., S.W.  
 Roanoke, VA 24016

The new location is located in the same block as the old, and is compliant with Section 24.2-310C of the Virginia Election Laws. The City Attorney will be asked to prepare submission for Justice Department approval.

  
 \_\_\_\_\_  
 Gilbert E. Butler, Jr., Secretary  
 Roanoke City Electoral Board

5.c.

WMB

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE temporarily changing the polling place for Jefferson Precinct No. 2 from the National Guard Armory Building on Reserve Avenue, S. W., to the Roanoke City Schools Maintenance Building, at 250 Reserve Avenue, S. W.; and providing for an emergency.

WHEREAS, the National Guard Armory Building , the polling place for Jefferson Precinct No. 2, is located on Reserve Avenue, S. W., and the heightened security measures due to our national emergency have caused the National Guard to close the Armory to the public;

WHEREAS, by Resolution adopted January 9, 2002, the Roanoke City Electoral Board has recommended the establishment of a temporary polling place for Jefferson Precinct No. 2 at the Roanoke City Schools Maintenance Building at 250 Reserve Avenue, S. W., and such temporary polling place is located within such precinct as required by §24.2-310, Code of Virginia (1950), as amended;

WHEREAS, the Electoral Board has requested that this change be approved "indefinitely or until a permanent change of location can be made"; and

WHEREAS, the Electoral Board has given notice of such emergency relocation of polling place to the State Board of Elections and has obtained approval of such change from

the Board pursuant to §24.2-310.D., Code of Virginia (1950), as amended, and the Electoral Board will give notice of this change in polling place by mail to all registered voters in the Jefferson Precinct No. 2 at least fifteen (15) days prior to all elections, and public notice of such change, pursuant to §24.2-306, Code of Virginia (1950), as amended;

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Notwithstanding §10-26, Code of the City of Roanoke (1979), as amended, the polling place for Jefferson Precinct No. 2 shall be relocated from the National Guard Armory Building to the Roanoke City Schools Maintenance Building, 250 Reserve Avenue, S. W., City, indefinitely or until a permanent change in location can be made.
2. The City Clerk is directed to forward attested copies of this ordinance to Beryl Y. Brooks, General Registrar, so that notice of this change in polling place can be mailed to all registered voters of Jefferson Precinct No. 2., and to the Chief, Voting Section, Civil Rights Division, United States Department of Justice.
3. In order to provide for the usual daily operation of the municipal government, an emergency is deemed to exist, and this ordinance shall be in full force and effect upon its passage.

ATTEST:

City Clerk.

H:\MEASURES\O-POLCHA.7





Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
Honorable William H. Carder, Vice Mayor  
Honorable William D. Bestpitch, Council Member  
Honorable C. Nelson Harris, Council Member  
Honorable W. Alvin Hudson, Jr., Council Member  
Honorable William White, Sr., Council Member  
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject:      **Water Conservation Plan**

**Background:**

Carvins Cove Reservoir (Reservoir) began supplying water to the City of Roanoke on March 21, 1947. The Reservoir is recharged or filled by rainfall and runoff from the watersheds. Typically the Reservoir fills up in the spring and gradually drops during the summer and fall seasons. Previous all time lows for the Reservoir were: 24.2 feet on December 15, 1981 and 29.2 feet on September 4, 1999. The Reservoir was last full on April 18, 2000. A water conservation plan was implemented on June 7, 1999, for the first time in the history of Roanoke City to control and restrict the use of water. The majority of those restrictions were removed in December, 1999.

**Considerations:**

Rainfall for the calendar year 2001 was 33% below normal. The Reservoir water level has steadily dropped to the current level below 20.0 feet from a level of 1.0 foot low on June 1, 2001. Significant rainfall is required and necessary between January and June to preclude a critical situation from developing in the summer and fall of 2002. Staff believes that a water supply emergency exists and that there is the need to implement usage restrictions. Average rainfall is predicted for the year 2002, but a significant amount of rain will be needed to increase sufficiently the supply of water in the Reservoir. Accordingly, staff has developed a Water Conservation Plan (Plan) dated February 4, 2002. This Plan is designed to extend the useful life of the water supply until sufficient rainfall occurs to refill the Reservoir. The restrictions do not place an undue hardship on the business community or the public health. They do become more aggressive as the water level declines.

The Honorable Mayor and Members of Council  
 February 4, 2002  
 Page 2

The following is a summary of actions that occur at various Stages of the Plan:

- Stage 1 Normal operations above 18 feet with no restrictions.
- Stage 2 (18 Feet) - Voluntary restrictions imposed whenever the level of water in the Reservoir is between 18 feet and 22 feet below the spillway.
- Stage 3 (22 Feet) - Partial mandatory restrictions imposed whenever the level of water in the Reservoir is between 22 and 26 feet below the spillway. (Restrict outdoor usage between 10 a.m. and 7 p.m. Suspension of certain irrigation/sewer exemption program credits.)
- Stage 4 (26 Feet) - Mandatory restrictions imposed whenever the level of water in the Reservoir is between 26 feet and 30 feet below the spillway. (Suspension of all outdoor water uses with certain exceptions; begin water purchases; and imposition of civil penalties. Surcharge applied to the base water rate for Domestic/Commercial/and Industrial users.)
- Stage 5 (30 Feet) - Forced reduction imposed whenever the level of water in the Reservoir is 30 feet or more below the spillway. (Prohibition on use of water for all non-essential purposes [defined as not related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations] and continuation of surcharge).

Recommended Action:

1. City Council find, for the reasons set forth above, that a water supply emergency exists and that there is a need to restrict the use of water in the City. Furthermore, City Council approve the Water Conservation Plan dated February 4, 2002, attached to this letter.
2. Authorize the City Manager, in accordance with the City of Roanoke Charter of 1952, Sections 2-(31) and (32), and Virginia Code Section 15.2-924, to impose suitable penalties for the violations of the Water Conservation Plan of One Hundred Dollars (\$100.00) for residential users and Five Hundred Dollars (\$500.00) for institutional/commercial/industrial users. Each day of a violation shall be considered a separate violation. Penalties assessed will be immediately payable. Council further authorize the City Manager to provide that failure to pay the penalty

The Honorable Mayor and Members of Council  
 February 4, 2002  
 Page 3

assessed and/or multiple violations of the Water Conservation Plan may subject the water user to immediate cut off of water service and service will not be resumed until all bills, penalties, plus the then current turn on fee are paid.

3. Authorize the City Manager to take such further action and to provide for such rules or regulations as may be necessary to administer and/or implement the Water Conservation Plan.
4. Authorize the City Manager to employ temporarily additional personnel as may be necessary for patrolling and issuing of citations to water users in violation of restrictions and allocated conditions set forth in the Plan. Additionally authorize the City Manager to authorize the use of the following employees for patrolling and issuing of citations: Watershed Security Officers (2); Boat Inspectors (2); Pump and Storage Operators (2); Utility Workers (2); other Water Department employees as required.
5. City Council suspend the irrigation/sewer exemption program provided for in Section 26-27 of the Code of the City of Roanoke (1979), as amended, in so far as it applies to City water used for irrigation purposes or the filling or refilling of swimming pools once Stage 3 of the Plan is reached. Authorize the Director of Finance to suspend or revoke any permits, credits, or exemptions issued pursuant to Section 26-27 of the City Code, with the intent being that sewer charges will now be imposed on City water used for such purposes should the Reservoir level reach Stage 3 (22 feet). The purpose of such action is to encourage reduction in water usage. Also, provide that the Director of Finance or his designee shall attempt to provide notice of such action to any persons or entities receiving such an exemption, credit, or permit pursuant to Section 26-27 of the City Code, either by publishing notice in a newspaper of general circulation or by mailing notice to such persons or entities.
6. Impose a water surcharge as noted in the Plan should the Reservoir level reach Stage 4 (26 feet). This surcharge will be \$0.12 per HCF and applied to the base rate for Domestic/Commercial/and Industrial users, which will have the effect of a charge of \$1.33 per HCF from the first gallon used until all mandatory restrictions are lifted.
7. Amend the Water Fund FY 2001/2002 budget and appropriate \$1,000,000 from the Water Fund prior year retained earnings into account 002-510-2170-2055, Purchased Water, to provide for emergency water purchases; \$30,000 into account 002-510-2170-1003, Overtime Wages, to provide for additional personnel as may be necessary for patrolling and issuing of citations to water users in violation of restrictions and conditions set forth in the Plan and \$30,000 into account 002-510-2160-2015, Advertising, to provide for public relations materials, etc.

The Honorable Mayor and Members of Council  
February 4, 2002  
Page 4

8. Authorize the City Manager to lift mandatory water restrictions once the level of the Reservoir reaches 10 feet below the spillway. Provided, however, once a particular Stage provided for in the Plan is reached and the provisions and restrictions of that Stage take effect, the City Manager may maintain the restrictions and provisions of that Stage until the water level at Carvins Cove Reservoir has improved and stabilized to a sufficient level above that particular Stage, as may be determined by the City Manager in her discretion, before that particular Stage will be determined to be no longer applicable and the restrictions and provisions of that Stage are lifted.

Respectfully submitted,



Darlene L. Burcham  
City Manager

DLB:je

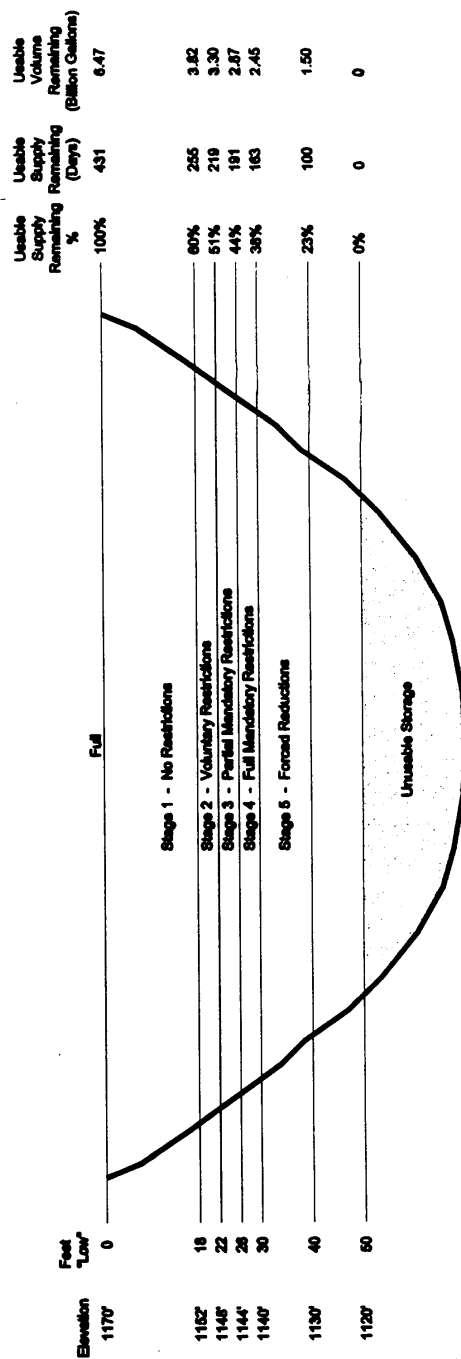
Attachment: 1

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse Hall, Director of Finance  
Mike McEvoy, Director of Utilities  
Jesse H. Perdue, Jr., Manager, Water Division

COUNCIL LETTER #CM02-00027

## EXHIBIT A

To Water Conservation Plan Dated February 4, 2002



Stage	Reservoir Level	Restriction Type	Description
1	Above 18 feet	None	Normal Operations
2	Drop below 18 feet	Voluntary	Public Information Activities to Reduce Water Demand
3	Drop below 22 feet	Partial Mandatory	No Outdoor Water Use Between 10 am and 7 pm; Suspension of certain Irrigation / Sewer Exemption Program Credits
4	Drop below 26 feet	Full Mandatory	Suspension of all Outdoor Water Uses; Begin Water Purchases; Surcharges Applied to Base Water Rate
5	Drop below 30 feet	Forced Reductions	Reductions in Water Use by all Water Customers

**EXHIBIT B**  
**To Water Conservation Plan Dated February 4, 2002**

**WATER CONSERVATION MEASURES**  
**Conditions, Allocations, Restrictions, and Penalties**

Stage 1 Normal conditions exist whenever the level of water in the Carvins Cove Reservoir is between the top of the spillway and 18 feet.

Stage 2 (18 Feet): When the water level at Carvins Cove Reservoir reaches 18 feet below the spillway, the water supply is below normal for the period and sufficient, but limited supplies of water are available, and the City will call upon all water users to employ prudent restraint of water usage and to conserve voluntarily water by whatever methods are available.

Stage 3 (22 Feet): When the water level at Carvins Cove Reservoir reaches 22 feet below the spillway, very limited supplies of water are available, and the City requires curtailment of non-essential (defined as not related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations) outdoor water use between 10 a.m. and 7 p.m. including, but not limited to the following:

- A.
  - 1. The watering of shrubbery, trees, lawns, grass, plants, or any other vegetation, except indoor plantings, greenhouse or nursery stocks and except watering by commercial nurseries of freshly planted plants upon planting and once a week for five weeks following planting.
  - 2. The washing of automobiles, trucks, trailers, boats, airplanes or any other type of mobile equipment except in commercial facilities operating with high pressure low consumption equipment or operating with a water recycling system. The City Manager may curtail the hours of operation of commercial enterprises offering such services or washing their own equipment.
  - 3. The washing of streets, driveways, parking lots, service station aprons, office buildings, exteriors of homes or apartments, or other outdoor surfaces except for commercial/industrial operations using high pressure low consumption equipment.
- B. Water Conservation Officers will patrol the City to warn citizens against the use of prohibited practices and may issue citations or warnings for such violations.

Stage 4 (26 feet): When the water level at Carvins Cove Reservoir reaches 26 feet below the spillway, critically limited supplies of water are available, and the City requires mandatory water use reductions for all customers and that certain actions occur as follows:

- A.
  - 1. Ceasing all outdoor water uses except for those uses related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations.
  - 2. Ceasing operation of any ornamental fountain or other structure making a similar use of water.
  - 3. Ceasing the filling or refilling of swimming pools, wading pools, and hot tubs.
  - 4. Ceasing the use of water from fire hydrants for any purpose other than fire suppression or other public emergency.
  - 5. Elimination of the serving of drinking water in restaurants, cafeterias or any other food establishment unless requested by the patron.
- B. Imposition of civil penalties against a water user for violation of water conservation rules or regulations or of the Plan as set forth in Section III (D) of the Plan.
- C. Water Conservation Officers will continue to patrol the City to warn citizens against the use of prohibited practices and may issue citations or warnings for such violations.
- D. The City will begin the purchase of water as set forth in Section II (D) of the Plan.
- E. A surcharge will be applied to the base water rate for Domestic/Commercial/and Industrial users as set forth in Section III (D) of the Plan.

Stage 5 (30 feet): When the water level at Carvins Cove Reservoir is 30 feet or more below the spillway, the City has less than 180 days of water supply available, and the City requires a reduction in all water use and that certain actions occur as follows:

- A.
  - 1. Suspension of all non-essential water use (defined as not related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations) regardless of customer class.

2. Suspension of all business activities that use water for non-essential (defined as not related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations) purposes.
- B. Continue to apply surcharge to water rates.
  - C. Water Conservation Officers will continue to patrol the City to warn citizens against the use of prohibited practices and may issue citations or warnings for such violations.

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**City of Roanoke**  
**WATER CONSERVATION PLAN**  
**February 4, 2002**

- I. Purpose -During the continued existence of climatic, hydrological and other extraordinary conditions, the protection of the health, safety and welfare of the residents of the City of Roanoke may require that certain uses of water, not essential to public health, safety and welfare, be reduced, restricted or curtailed. As the shortage of potable water becomes increasingly more critical, conservation measures to reduce consumption or curtail essential water use may be necessary. The Plan is intended to ensure that a dwindling water supply is conserved and managed prudently to meet the City's needs at different levels of water supply availability. The Plan only applies to water from the City's water system and does not include such water as well water, trucked in water, or rainwater.
- II. Background
  - A. The City has three primary sources of supply with projected safe yields as follows:
    1. Carvins Cove Reservoir - 20 million gallons per day;
    2. Falling Creek/Beaver Dam - 1.5 million gallons per day;
    3. Crystal Spring - 3.5 million gallons per day once placed back in service.
  - B. Safe Yield is defined as the maximum dependable draft that can be made continuously on a source of water supply (surface or groundwater) during a period of years during which the probable driest period or period of greatest deficiency in water supply is likely to occur. Dependability is relative and is a function of storage provided and drought probability.
  - C. Current annual average withdrawal rates are as follows:
    1. Carvins Cove Reservoir - 15.0 million gallons per day
    2. Falling Creek - 1.0 million gallons per day
    3. Crystal Spring - Out of service due to state regulatory requirements.

D. Mode of Operation

1. Crystal Spring will not be available until December, 2002.
2. Falling Creek/Beaver Dam is being utilized to the limit of our ability to get the water to the City.
3. Carvins Cove Reservoir is the major source used to provide all water supply demands not met by the other supplies mentioned above, and the supply around which this Plan is based.
4. Upon reaching 26 feet below the spillway level at Carvins Cove Reservoir and continuing until the level rises to 18 feet below spillway level, request up to two million gallons a day from the City of Salem, if available, at a current cost of \$1,450.00 per million gallons and request up to four million gallons a day from Roanoke County, if available, at a current cost of \$2,750.00 per million gallons to supplement water treated from Carvins Cove

E. Reservoir storage statistics for Carvins Cove:

- |    |  |   |                   |
|----|--|---|-------------------|
| 1. | Full Reservoir elevation   | - | 1,170 Feet        |
| 2. | Capacity   | - | 6.47 billion gal. |
|    | Less evaporation (40" per year) and  |   |                   |
|    | Unusable bottom storage of .36 billion)  | - | 1.00 billion gal. |
| 3. | <u>Usable capacity</u> - approximately   | - | 5.50 billion gal. |
| 4. | <u>A full Reservoir</u> = one year's supply for the entire water system at current demand rates. |   |                   |

III. Plan

A. Establishment of critical levels of water volume stored in Carvins Cove Reservoir are as set forth below and are also identified in Exhibit A attached hereto and made a part hereof.

1. 18.0 feet below spillway level, 60% of usable supply remains - level of unusual condition reflecting a level not usually exceeded 1 per 10 years.
2. 22.0 feet below spillway level - 51% of usable supply remains.

3. 26 feet below spillway level - 44% of usable supply remains.
4. 30 feet below spillway level, 38% of usable supply remains - critical supply of 163 days of usable supply remaining at current withdrawal rate of 15 million gallons per day.
5. 40 feet below spillway level, 23% of usable supply remains - crucial level of less than 100 days usable supply remaining at current withdrawal rate of 15 million gallons per day.

B. Imposition of conditions of water allocation, conservation, restriction, and penalties are set forth in Exhibit B attached hereto and are made a part of this Plan and will be implemented as set forth herein.

<u>Stage 1</u>	Normal operations above 18 feet with no restrictions.
<u>Stage 2</u> (Starts at 18 Feet) -	Voluntary restrictions imposed whenever the level of water in the Reservoir is between 18 feet and 22 feet below the spillway.
<u>Stage 3</u> (Starts at 22 Feet) -	Partial mandatory restrictions imposed whenever the level of water in the Reservoir is between 22 and 26 feet below the spillway. (Restrict outdoor usage between 10 a.m. and 7 p.m. Suspension of certain irrigation/sewer exemption program credits.)
<u>Stage 4</u> (Starts at 26 Feet) -	Mandatory restrictions imposed whenever the level of water in the Reservoir is between 26 feet and 30 feet below the spillway. (Suspension of all outdoor water uses with certain exceptions; begin water purchases; and imposition of civil penalties. Surcharge applied to base water rates.)
<u>Stage 5</u> (Starts at 30 Feet) -	Forced reduction imposed any time the level of water in the Reservoir is 30 feet or more below the spillway. (Prohibition on use of water for all non-essential purposes [defined as not related to health, safety, fire suppression, other public emergencies, or water necessary

to sustain business operations] and  
continuation of surcharge).

- C. The conservation, restrictions, allocations, and penalties provided for in the Plan may be imposed on any water users or customers, who are defined as the person or entity in whose name the water account is listed, or, in appropriate circumstances, the person or entity in control of the property in question.
- D. Penalties for violations of the water restrictions set forth in the Plan may include one or more or any combination of the following:
  - 1. Any charges as set forth in the Plan or other ordinances or resolutions of the City.
  - 2. Citation or warning of a violation of the Plan or any rules or regulations issued pursuant to the Plan.
  - 3. Citation and assessment of a civil penalty against a water user for a violation of the Plan or any rules or regulations pursuant to the Plan when Stage 4 or 5 is in effect in the amount of One Hundred Dollars (\$100.00) per day for residential users and Five Hundred Dollars (\$500.00) per day for institutional/commercial/industrial users, with each day of a violation constituting a separate violation.
  - 4. Immediate cutting off or termination of water service for multiple (more than one) violations of the Water Conservation Plan or any rules or regulations issued pursuant to the Plan and/or failure to pay any civil penalty assessed for violation thereof. Furthermore, water service will not be restored until all water bills, penalties, and the then current turn on fee are paid.
  - 5. Such other penalties or remedies as the City Manager may deem necessary to administer the Plan, including but not limited to injunctive relief or other appropriate legal proceedings.

In addition to the penalties set forth above, a water surcharge will be imposed when Stage 4 is reached and will remain in effect until all mandatory restrictions are lifted. The surcharge will be \$0.12 per HCF and imposed on the base water rate for Domestic/Commercial/and Industrial users for the use of all City water, with the effect being a charge of \$1.33 per HCF from the first gallon used.

AHS

**IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA**

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Water Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Water Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

**Appropriations**

Operating	\$ 15,361,888
Water-Operating (1) .....	2,764,891
Water-Purification (2-3) .....	3,068,952

**Retained Earnings**

Retained Earnings Available for Appropriation (4) ..... \$ 3,671,000

1) Advertising	(002-510-2160-2015)	\$ 30,000
2) Overtime Wages	(002-510-2170-1003)	30,000
3) Purchased Water	(002-510-2170-2055)	1,000,000
4) Retained Earnings		
Available for		
Appropriation	(002-3348)	( 1,060,000)

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.

D.T.

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE declaring that a water supply emergency exists and there is a need for water conservation measures to be taken within the City of Roanoke; approving the Water Conservation Plan dated February 4, 2002; authorizing the City Manager to impose suitable penalties for violations of the Water Conservation Plan; authorizing the City Manager to employ temporarily personnel as water conservation officers, and to authorize those officers as well as certain other City employees to patrol and issue citations for violations of the Water Conservation Plan; authorizing the City Manager to take such further action and to provide for such rules and regulations as may be necessary to implement, administer and enforce the Water Conservation Plan; temporarily suspending the sewer charge reductions authorized by Section 26-27 of the Code of the City of Roanoke (1979), as amended, in certain circumstances and authorizing the Director of Finance to revoke any permits, exemptions, or credits issued pursuant to Section 26-27 of the City Code; imposing a water surcharge as set forth in the Water Conservation Plan; authorizing the City Manager to maintain the restrictions and provisions of a particular stage under the Plan until the water level at Carvins Cove Reservoir has improved and stabilized to a sufficient level above that particular stage, before lifting the restrictions and provisions of that stage; authorizing the City Manager to lift mandatory water restrictions once the level of the Carvins Cove Reservoir reaches 10 feet below the spillway; and providing for an emergency.

WHEREAS, Council has been advised that the water level at the Carvins Cove Reservoir has dropped twenty feet below the spillway; that a reduced supply of water is available; that the level continues to drop due to lack of significant rainfall; that the long range weather forecast predicts

only average precipitation for the next few months and that a significant amount of rainfall is needed to increase sufficiently the water supply in Carvins Cove Reservoir; and that there is a need to control and restrict the use of water until the Carvins Cove Reservoir level is resupplied up to the level of ten feet below the spillway in order to attempt to prevent a water shortage within the City; and

WHEREAS, for the reasons set forth above and for those set forth in the letter from the City Manager to this Council dated February 4, 2002, Council does believe that a water supply emergency exists and that there is a need to control and restrict the use of water during this emergency and that the Water Conservation Plan dated February 4, 2002, should be approved by Council in order to attempt to prevent a water shortage within the City.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. For the reasons set forth above and in the above mentioned letter, Council does hereby find that a water supply emergency exists and that there is a need to control and restrict the use of water during this emergency and that the water supply restrictions may be lifted when the Carvins Cove Reservoir reaches ten feet below the spillway or upon further action of Council.
2. Council specifically approves and adopts the Water Conservation Plan dated February 4, 2002 (Plan), including the surcharges contained therein, a copy of which is attached to the above mentioned letter dated February 4, 2002, and directs that the City Manager implement that Water Conservation Plan. Council further provides that the conditions, allocations, conservation, restrictions, and penalties provided for in the Plan are progressive and may be applied in a cumulative manner.
3. The City Manager is authorized in accordance with the City of Roanoke Charter of 1952, Sections 2(31) and (32), and Section 15.2-924 of the Code of Virginia (1950), as amended, to impose the civil penalties for violations of the Water Conservation Plan set forth in such Plan or

any rules or regulations pursuant to the Plan when stage 4 or 5 is in effect, in the amount of \$100 per day for residential users and \$500 per day for institutional/commercial/industrial users, with each day of any violation constituting a separate violation. The City Manager is further authorized to implement the provisions of the Plan that will allow for the immediate cutting off or termination of water service for multiple (more than one) violations of the Water Conservation Plan and/or failure to pay any civil penalty assessed for violation of the Plan or for violation of any rules or regulations pursuant to the Plan and that such service will not be resumed until all water bills, penalties, and the then current turn on fee are paid.

4. The City Manager is authorized to employ temporarily additional personnel to act as water conservation officers and to authorize such officers to patrol and issue citations to water users for violations of the Plan or any rules or regulations adopted pursuant to the Plan. The City Manager is further authorized to use the additional City employees referred to in the above mentioned letter to supplement such water conservation officers for patrolling and the issuing of citations.

5. The City Manager is authorized to take such further action as may be deemed necessary and to provide for such rules and regulations as may be necessary to implement and/or administer the Water Conservation Plan and to enforce the provisions of that Plan.

6. Once stage 3 of the Plan is reached, the provisions of Section 26-27 of the Code of the City of Roanoke (1979), as amended, providing for a reduction in sewer charges will be deemed to be suspended temporarily in so far as it applies to City water used for irrigation purposes or the filling or refilling of swimming pools until further direction of this Council or the lifting of all mandatory restrictions under the Plan.

7. The Director of Finance is hereby authorized to revoke or suspend, once stage 3 of the Plan is reached, any permits, credits, or exemptions issued pursuant to Section 26-27 of the City



Code, with the intent being that sewer charges will then be imposed, at that time, on City water used for irrigation purposes or the filling or refilling of swimming pools, all as more fully set forth in the letter to this Council dated February 4, 2002.

8. The Director of Finance or his designee shall attempt to provide notice of the action set forth in paragraphs 6 and 7 above to any persons or entities receiving such an exemption, credit, or permit pursuant to Section 26-27 of the City Code, either by publishing notice in a newspaper of general circulation or by mailing notice to such persons or entities.

9. Council hereby provides authority to the City Manager that once a particular stage provided for in the Plan is reached and the restrictions and provisions of that stage take effect, the City Manager may maintain the restrictions and provisions of that stage until the water level at Carvins Cove Reservoir has improved and stabilized to a sufficient level above that particular stage, as may be determined by the City Manager in her discretion, before that particular stage will be determined to be no longer applicable and the restrictions and provisions of that stage are lifted.

10. Should the water level at the Carvins Cove Reservoir rise above the level of ten feet below the spillway the water supply restrictions may be, but are not required to be, lifted by the City Manager and the City Manager is authorized to take such actions as may be necessary to terminate the Water Conservation Plan in an orderly manner if all such restrictions are lifted.

11. In order to provide for the usual daily operation of the municipal government, an emergency is deemed to exist, and this ordinance shall be in full force and effect upon its passage.

ATTEST:

City Clerk.



Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
Honorable William H. Carder, Vice Mayor  
Honorable William D. Bestpitch, Council Member  
Honorable C. Nelson Harris, Council Member  
Honorable W. Alvin Hudson, Jr., Council Member  
Honorable William White, Sr., Council Member  
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Status Report: Affirmative Action  
and Diversity Initiatives for  
Calendar Year 2001

**Background:**

The City of Roanoke continues to make strides toward becoming an employer that reflects the diverse customer base it serves. Diversity is one of my top organizational priorities and I believe we are beginning to show some results. During the past year we focused on two initiatives: increasing the diversity of our workforce and developing the knowledge and skill base related to understanding and managing diversity. We believe that achievement of these objectives over the long term will help us achieve business and strategic goals set by City Council.

Accomplishments related to increasing workforce diversity focused on implementing a broad based yet focused recruitment and selection program. We have done this by hiring a full time human resources recruiter who works closely with departments to evaluate their needs then seek out qualified candidates and by developing partnerships between City staff, EEO/civil rights organizations, colleges and universities, sororities, fraternities and other groups interested in equal opportunity employment and diversity. I am pleased to report that we have made some progress.

Two years ago there were four departments/divisions under the direction of the City Manager that did not employ any persons of color. Now, three of the four operations employ minorities. We have also hired or promoted persons of color into a number of key professional and management positions including Assistant City Manager, Neighborhood Partnership Coordinator, Human Resources Administrator, Planning/Support Services Supervisor, Budget and Management Analyst, Training Specialist, Economic Development Specialist, Compensation and Benefits Analyst and

Honorable Mayor and Members of Council  
February 4, 2002  
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Human Resources Recruiter. Appointment to these key positions is a clear indication of our commitment to diversity, yet there is more work to be done. (For total employment by department and EEO Categories as of December 31, 2001 see Attachment 1).

Ultimately, successful implementation of Roanoke's diversity program will be based on what I term increasing "diversity capacity." This capacity involves much more than hiring more women and people of color. It is about treating employees and our citizens with respect; it is about understanding and embracing differences, talents and perspectives that are unique. By doing these things, along with making our workforce more representative of Roanoke's demographic makeup, we will make this a better community in which to live and work. Our work of increasing diversity capacity took a step forward during 2001-- we completed our full day diversity training for all employees. This interactive program encourages employees to carefully evaluate issues of discrimination, differences and commonalities. The intent of the program is to get participants to analyze issues, not just accept things at face value. We believe this diversity awareness and acceptance program is an important step in our quest to become an employer of choice for all, regardless of their differences. We also held a training session for our Leadership Team titled "The Business Case for Diversity." During this session, our top leaders were asked to think about the implications of serving a community with changing demographics as well as the importance of developing diversity capacity in order to serve this community more effectively.

#### Workforce Demographics

Employment data for 2001 shows that 57 of the 247 new hires (23.4 percent) and 21 of the 82 promoted (25.6 percent) were people of color. While this data is not substantially different from last year, 23 percent and 33 percent respectively, it is important to note that of the 56 minority new hires during 2001, 14 were in the officials and professionals categories. Last year, only 7 were in these categories. Minority promotions in these same categories went from 4 to 7 during this time frame. Of particular note is the impact of public safety new hires and promotions. Given that sworn Police, Sheriff and Fire/EMS employees represent almost 28 percent of our workforce and based on the ongoing difficulty we have recruiting and hiring people of color and women in these jobs, our task of increasing overall workforce diversity will remain difficult. We are, however, committed to this effort and will continue to refine our recruitment strategies to achieve our goal. New hires and promotions by category are detailed in Attachment 2.

#### Outreach Recruitment

In May 2001 the Department of Human Resources, in partnership with the Roanoke Branch of the NAACP held a Job Fair at the Roanoke Civic Center Auditorium. This Job

Honorable Mayor and Members of Council  
February 4, 2002  
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Fair had more than 75 registrants and ultimately 5 persons were hired into full-time positions and 3 were hired in temporary slots. This effort has paid dividends toward increasing workforce diversity. The NAACP and City staff are working to understand important workplace issues of concern to both organizations and hopefully develop more trust that will ultimately lead to improved community relations. The Department of Human Resources also had a booth at the Henry Street Festival along side the NAACP. By aligning our organization with others that are interested in workplace diversity, such as the NAACP, we intend to show the community that we are, in fact, committed to this important issue.

Working with the new Human Resources Recruiter, the NAACP and others, we sought out more minority applicants who may have not previously considered employment with the City of Roanoke. Our recruiter, in addition to attending job fairs, visiting colleges and trade schools, meets with interested persons, assesses their skills and guides them toward jobs where there may be a fit. From June through December the recruiter met with over 100 people and 6 were hired.

Another major effort undertaken during 2001, and possibly our most important program, is the implementation of the Employee Development Program. This program incorporates skill assessment, education planning and career counseling, along with the opportunity to mentor with experienced professionals and leaders throughout the organization. Utilizing these resource tools, employees are able to manage their professional development and prepare for future job opportunities. Presently, 56 employees are in the program. Of the 56 participants, 63% are female and 27% are people of color. -

Staff members from Fire/EMS, Police, Sheriff's office, and Human Resources continue to recruit candidates of color and women at military installations and historically black colleges and universities. On-site tests are conducted, when possible, and overnight accommodations are provided to military candidates who come to Roanoke to test.

The City of Roanoke continues to co-sponsor This Valley Works Job Fair held every spring at the Roanoke Civic Center. More than 3,500 job applicants attended the fair last year. Our internship continues to attract high-caliber rising college seniors. 12 students were placed in jobs throughout the City during 2001. Of that number 7 were people of color.

Recruitment initiatives will continue to emphasize building relations with local groups interested in workforce diversity. Public safety recruitment, while continuing to include military bases and local job fairs, will seek out candidates within Virginia that have depressed economies. We have changed the Internship Program to focus on operations

Honorable Mayor and Members of Council  
February 4, 2002  
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that need to be more diverse and we are working to get a sufficient group of candidates to fill our need. Particular emphasis will be on civil engineering, financial management and other areas that have been particularly difficult to recruit. To date, site visits have been made to engineering schools at the University of Virginia, Virginia Tech, North Carolina A&T and North Carolina State.

#### Moving Forward

Unquestionably, commitment is the foundation needed to build and maintain a high-quality, diverse workforce. During 2002 we will take a number of actions intended to keep this commitment at the forefront and begin to move our organization to a higher level of diversity competence. From a leadership perspective, we intend to build diversity capacity through training our managers to understand that an inclusive work environment is one of the best ways to get a better return on the investment in human capital, and, therefore, an increase in worker productivity. We will also initiate a new training program aimed at improving our workforce's ability to serve a diverse community.

During the past five years two teams worked on a number of diversity related recruitment and training issues. These groups have performed well and completed a significant amount of the groundwork needed to move the organization forward; however, I believe the time has come to have a standing Leadership Diversity Advisory Group. The purpose of this group will be to:

- Work with the Leadership Team to reconfirm the organizational leadership philosophy and adopt additional wording for a diversity statement within the philosophy;
- Understand individual organization impediments to diversity;
- Advise the Training staff, Human Resources and the City Manager concerning diversity programs and policies;
- Assist departments with developing diversity goals; and
- Support other leaders' progress and champion diversity efforts.

This group will provide us with a new perspective on diversity that I believe will help us become the organization we aspire to be.


In order to improve the City's ability recruit more minorities, particularly those interested in professional and public safety positions, Human Resources is working with a company that will determine the appropriate media and online advertising that could be used to attract more diverse candidates. This strategy will include methods that are

Honorable Mayor and Members of Council  
February 4, 2002  
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designed to interact with passive and active job seekers and will include the design and production of a recruitment ad campaign.

In conclusion, I am pleased with many of the actions we have taken to increase diversity within the City organization, yet as I look to the future there is much to be done. The focus on building "diversity capacity" and the establishment of the Leadership Diversity Advisory Group will serve to challenge each of us to reach a higher level of understanding. Comfort zones and everyday relationships may very well be impacted by what we arrive at collectively. We must also develop new strategies to increase the diversity of our workforce. If we do not our credibility as an organization that espouses diversity will be challenged. This work is very important because it affects the very heart of who we are as individuals and as an organization.

Respectfully submitted,



Darlene L. Burdham  
City Manager

DLB:ksc

Attachments

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance

#CM02-00020

**CITY OF ROANOKE  
WORKFORCE ANALYSIS  
by Category and Percent**

December 31, 2001

OCCUPATIO	TOTAL	WHITE MALES	BLACK MALES	OTHER MALES	WHITE FEMALES	BLACK FEMALES	OTHER FEMALES
OFFICIALS/M	100.0%	64.7%	8.8%	0.0%	20.6%	5.9%	0.0%
PROFESSIO	100.0%	33.4%	4.2%	1.1%	44.7%	16.0%	0.6%
TECHNICIAN	100.0%	62.1%	6.0%	1.3%	24.3%	6.3%	0.0%
PROTECTIV	100.0%	78.2%	9.6%	0.9%	8.3%	2.6%	0.4%
PARA-PROF	100.0%	30.0%	10.0%	0.0%	31.4%	28.6%	0.0%
CLERICAL	100.0%	2.8%	1.9%	0.0%	70.1%	24.8%	0.5%
SKILLED CR	100.0%	67.7%	31.5%	0.0%	0.8%	0.0%	0.0%
SERVICE/M	100.0%	50.2%	39.2%	1.8%	5.5%	3.3%	0.0%
TOTAL	100.0%	52.2%	12.8%	0.9%	24.7%	9.1%	0.3%

**CITY OF ROANOKE  
WORKFORCE ANALYSIS  
by Category and Percent**

December 31, 2000

OCCUPATIO	TOTAL	WHITE MALES	BLACK MALES	OTHER MALES	WHITE FEMALES	BLACK FEMALES	OTHER FEMALES
OFFICIALS/M	100.0%	64.7%	8.8%	0.0%	20.6%	5.9%	0.0%
PROFESSIO	100.0%	34.7%	4.8%	1.1%	42.7%	15.5%	1.1%
TECHNICIAN	100.0%	62.0%	6.2%	1.6%	23.7%	6.5%	0.0%
PROTECTIV	100.0%	76.9%	10.1%	1.3%	8.4%	2.9%	0.4%
PARA-PROF	100.0%	30.7%	8.0%	0.0%	36.0%	25.3%	0.0%
CLERICAL	100.0%	3.4%	1.4%	0.5%	72.1%	22.1%	0.5%
SKILLED CR	100.0%	69.7%	28.8%	0.0%	0.8%	0.8%	0.0%
SERVICE/M	100.0%	48.3%	42.1%	1.1%	5.5%	3.0%	0.0%
TOTAL PERI	100.0%	52.0%	13.3%	1.0%	24.6%	8.7%	0.4%

**CITY OF ROANOKE  
PROMOTION ANALYSIS  
by Category and Percent**

December 31, 2001

OCCUPATIONAL CATEGORY	TOTAL	WHITE MALES	BLACK MALES	OTHER MALES	WHITE FEMALES
OFFICIALS/MANAGERS	100.0%	100.0%	0.0%	0.0%	0.0%
PROFESSIONALS	100.0%	33.3%	11.1%	3.7%	37.0%
TECHNICIANS	100.0%	70.0%	0.0%	0.0%	25.0%
PROTECTIVE SERVICE	100.0%	60.0%	30.0%	0.0%	10.0%
PARA-PROFESSIONAL	100.0%	100.0%	0.0%	0.0%	0.0%
CLERICAL	100.0%	0.0%	0.0%	0.0%	0.0%
SKILLED CRAFT	100.0%	50.0%	50.0%	0.0%	0.0%
SERVICE/MAINTENANCE	100.0%	50.0%	37.5%	0.0%	0.0%
TOTAL NUMBER	82	38	12	1	23
TOTAL PERCENTAGES	100.0%	46.3%	14.6%	1.2%	28.0%

**CITY OF ROANOKE  
PROMOTION ANALYSIS  
by Category and Percent**

December 31, 2000

OCCUPATIONAL CATEGORY	TOTAL	WHITE MALES	BLACK MALES	OTHER MALES	WHITE FEMALES
OFFICIALS/MANAGERS	100.0%	75.0%	0.0%	0.0%	25.0%
PROFESSIONALS	100.0%	40.9%	9.1%	0.0%	40.9%
TECHNICIANS	100.0%	43.8%	12.5%	0.0%	37.5%
PROTECTIVE SERVICE	100.0%	0.0%	50.0%	0.0%	50.0%
PARA-PROFESSIONAL	100.0%	12.5%	37.5%	0.0%	37.5%
CLERICAL	100.0%	4.5%	0.0%	0.0%	54.5%
SKILLED CRAFT	100.0%	54.5%	45.5%	0.0%	0.0%
SERVICE/MAINTENANCE	100.0%	44.4%	33.3%	0.0%	11.1%
TOTAL NUMBER	103	35	19	0	34
TOTAL PERCENTAGES	100.0%	34.0%	18.4%	0.0%	33.0%



## Attachment 2

BLACK FEMALES	OTHER FEMALES
0.0%	0.0%
14.8%	0.0%
5.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
12.5%	0.0%
8	0
9.8%	0.0%

BLACK FEMALES	OTHER FEMALES
0.0%	0.0%
9.1%	0.0%
6.3%	0.0%
0.0%	0.0%
12.5%	0.0%
40.9%	0.0%
0.0%	0.0%
11.1%	0.0%
15	0
14.6%	0.0%

## Attachment 1

**EMPLOYMENT by Department and EEO Categories**

	TOTAL	WM	BM	OM	WF	BF	OF
<b>BILLINGS &amp; COLLECTIONS</b>	<b>20</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>0</b>
CLERICAL	9	1	0	0	5	3	0
OFFICIALS/MANAGERS	1	0	0	0	1	0	0
PROFESSIONALS	2	1	0	0	1	0	0
SERVICE/MAINTENANCE	5	3	1	0	1	0	0
TECHNICIANS	3	1	0	0	1	1	0
<b>CIRCUIT COURT</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>
CLERICAL	6	0	0	0	6	0	0
<b>CITY ATTORNEY</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>
CLERICAL	3	0	0	0	3	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROFESSIONALS	5	2	1	0	2	0	0
<b>CITY CLERK</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>
CLERICAL	5	0	0	0	2	3	0
OFFICIALS/MANAGERS	1	0	0	0	1	0	0
PROFESSIONALS	1	0	0	0	0	1	0
<b>CITY MANAGER</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>
CLERICAL	4	0	0	0	3	1	0
OFFICIALS/MANAGERS	3	1	0	0	1	1	0
PROFESSIONALS	1	1	0	0	0	0	0
<b>CIVIC CENTER</b>	<b>30</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>0</b>
CLERICAL	7	0	1	0	5	1	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PARA-PROFESSIONAL	1	0	0	0	1	0	0
PROFESSIONALS	3	0	0	0	2	1	0
SERVICE/MAINTENANCE	7	6	1	0	0	0	0
SKILLED CRAFTSMEN	2	1	1	0	0	0	0
TECHNICIANS	9	7	0	0	2	0	0
<b>CLERK OF CIRCUIT COURT</b>	<b>20</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>4</b>	<b>0</b>
CLERICAL	19	2	0	0	13	4	0
PROFESSIONALS	1	0	0	0	1	0	0
<b>COMMISSIONER OF REVENUE</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>0</b>
CLERICAL	9	0	0	0	6	3	0
PROFESSIONALS	5	2	0	0	2	1	0
<b>COMMONWEALTH'S ATTORNEY</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>3</b>	<b>1</b>
CLERICAL	5	0	0	0	4	1	0
PARA-PROFESSIONAL	2	0	0	0	1	1	0
PROFESSIONALS	8	2	0	0	4	1	1
TECHNICIANS	2	0	0	0	2	0	0
<b>COMMUNICATIONS</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
PROFESSIONALS	3	2	0	0	1	0	0
<b>DIRECTOR OF FINANCE</b>	<b>22</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>2</b>	<b>0</b>
CLERICAL	7	0	0	0	6	1	0
OFFICIALS/MANAGERS	3	2	0	0	1	0	0
PROFESSIONALS	8	3	0	0	5	0	0
TECHNICIANS	4	0	0	0	3	1	0
<b>DIRECTOR OF PUBLIC WORK</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROFESSIONALS	2	2	0	0	0	0	0

## Attachment 1

**EMPLOYMENT by Department and EEO Categories**

	TOTAL	WM	BM	OM	WF	BF	OF
<b>DIRECTOR OF UTILITIES</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
TECHNICIANS	2	1	0	0	1	0	0
<b>ECONOMIC DEVELOPMENT</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>
CLERICAL	1	0	0	0	1	0	0
OFFICIALS/MANAGERS	1	0	0	0	1	0	0
PROFESSIONALS	5	1	1	0	3	0	0
<b>ELECTORAL BOARD</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
CLERICAL	2	0	0	0	1	1	0
<b>EMERGENCY 9-11</b>	<b>49</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>3</b>	<b>0</b>
TECHNICIANS	49	18	0	0	28	3	0
<b>ENGINEERING</b>	<b>23</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>
CLERICAL	2	0	0	0	2	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROFESSIONALS	8	6	0	0	2	0	0
SERVICE/MAINTENANCE	1	1	0	0	0	0	0
TECHNICIANS	11	9	1	0	1	0	0
<b>ENVIRONMENTAL &amp; EMERGE</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
PROFESSIONALS	1	1	0	0	0	0	0
TECHNICIANS	1	0	0	0	1	0	0
<b>FACILITIES MANAGEMENT</b>	<b>35</b>	<b>23</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
CLERICAL	1	0	0	0	1	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
SERVICE/MAINTENANCE	6	3	3	0	0	0	0
SKILLED CRAFTSMEN	25	18	7	0	0	0	0
TECHNICIANS	2	1	0	0	1	0	0
<b>FDETC</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>
CLERICAL	1	0	0	0	0	1	0
PROFESSIONALS	10	3	1	0	3	3	0
<b>FIRE-EMS</b>	<b>272</b>	<b>233</b>	<b>21</b>	<b>3</b>	<b>11</b>	<b>3</b>	<b>1</b>
CLERICAL	2	0	0	0	1	1	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PARA-PROFESSIONAL	16	13	0	0	3	0	0
PROFESSIONALS	15	13	1	0	1	0	0
PROTECTIVE SERVICE	181	155	15	2	6	2	1
TECHNICIANS	57	51	5	1	0	0	0
<b>FLEET MANAGEMENT</b>	<b>33</b>	<b>21</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>
CLERICAL	4	0	1	0	1	2	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
SERVICE/MAINTENANCE	8	3	4	0	1	0	0
SKILLED CRAFTSMEN	20	17	3	0	0	0	0
<b>HOUSING &amp; NEIGHBORHOOD S</b>	<b>18</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>
CLERICAL	5	0	0	0	3	2	0
PROFESSIONALS	3	1	1	0	0	1	0
SERVICE/MAINTENANCE	1	1	0	0	0	0	0
TECHNICIANS	9	6	1	0	1	1	0
<b>HUMAN RESOURCES</b>	<b>17</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>0</b>
CLERICAL	4	0	0	0	3	1	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0

## Attachment 1

**EMPLOYMENT by Department and EEO Categories**

	TOTAL	WM	BM	OM	WF	BF	OF
PROFESSIONALS	10	3	2	0	2	3	0
TECHNICIANS	2	0	0	0	0	2	0
HUMAN SERVICES	14	0	2	0	3	9	0
CLERICAL	1	0	0	0	0	1	0
PARA-PROFESSIONAL	6	0	1	0	2	3	0
PROFESSIONALS	7	0	1	0	1	5	0
LIBRARIES	39	4	2	0	22	11	0
CLERICAL	2	0	0	0	2	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PARA-PROFESSIONAL	21	2	2	0	9	8	0
PROFESSIONALS	14	0	0	0	11	3	0
TECHNICIANS	1	1	0	0	0	0	0
MANAGEMENT & BUDGET	13	4	2	0	5	2	0
CLERICAL	1	0	0	0	1	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROFESSIONALS	10	3	1	0	4	2	0
SERVICE/MAINTENANCE	1	0	1	0	0	0	0
MUNICIPAL AUDITING	6	4	0	0	2	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROFESSIONALS	4	3	0	0	1	0	0
TECHNICIANS	1	0	0	0	1	0	0
PARKS & RECREATION	70	42	10	0	14	4	0
CLERICAL	7	0	0	0	5	2	0
OFFICIALS/MANAGERS	1	0	0	0	1	0	0
PARA-PROFESSIONAL	2	2	0	0	0	0	0
PROFESSIONALS	16	8	1	0	5	2	0
SERVICE/MAINTENANCE	36	24	9	0	3	0	0
SKILLED CRAFTSMEN	6	6	0	0	0	0	0
TECHNICIANS	2	2	0	0	0	0	0
PLANNING , BUILDING & DEV	52	21	13	1	9	8	0
CLERICAL	2	0	0	0	2	0	0
OFFICIALS/MANAGERS	1	0	0	0	1	0	0
PROFESSIONALS	8	5	1	1	0	1	0
PROTECTIVE SERVICE	3	3	0	0	0	0	0
SERVICE/MAINTENANCE	22	2	12	0	1	7	0
TECHNICIANS	16	11	0	0	5	0	0
POLICE	283	199	22	4	45	13	0
CLERICAL	21	0	0	0	17	4	0
OFFICIALS/MANAGERS	1	0	1	0	0	0	0
PROFESSIONALS	18	15	1	0	2	0	0
PROTECTIVE SERVICE	189	153	19	3	13	1	0
TECHNICIANS	54	31	1	1	13	8	0
PURCHASING	6	3	0	0	1	2	0
CLERICAL	3	0	0	0	1	2	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
SERVICE/MAINTENANCE	2	2	0	0	0	0	0
REAL ESTATE VALUATION	13	3	3	0	5	2	0
CLERICAL	3	0	0	0	2	1	0
OFFICIALS/MANAGERS	1	0	1	0	0	0	0

## Attachment 1

**EMPLOYMENT by Department and EEO Categories**

	TOTAL	WM	BM	OM	WF	BF	OF
<b>SHERIFF</b>							
PROFESSIONALS	1	0	0	0	1	0	0
TECHNICIANS	8	3	2	0	2	1	0
<b>SHERIFF</b>	<b>201</b>	<b>132</b>	<b>20</b>	<b>2</b>	<b>32</b>	<b>14</b>	<b>1</b>
CLERICAL	4	0	0	0	3	1	0
PROFESSIONALS	16	12	1	1	1	1	0
PROTECTIVE SERVICE	156	102	17	0	25	11	1
TECHNICIANS	25	18	2	1	3	1	0
<b>SOCIAL SERVICES</b>	<b>203</b>	<b>21</b>	<b>3</b>	<b>1</b>	<b>129</b>	<b>47</b>	<b>2</b>
CLERICAL	45	2	0	0	28	14	1
OFFICIALS/MANAGERS	1	0	1	0	0	0	0
PARA-PROFESSIONAL	7	0	0	0	4	3	0
PROFESSIONALS	149	19	2	1	96	30	1
TECHNICIANS	1	0	0	0	1	0	0
<b>SOLID WASTE MGMT</b>	<b>64</b>	<b>13</b>	<b>45</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>
CLERICAL	4	0	2	0	2	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
SERVICE/MAINTENANCE	42	8	31	1	1	1	0
SKILLED CRAFTSMEN	16	3	12	0	1	0	0
TECHNICIANS	1	1	0	0	0	0	0
<b>STREETS &amp; TRAFFIC</b>	<b>100</b>	<b>58</b>	<b>34</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>0</b>
CLERICAL	3	0	0	0	1	2	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
SERVICE/MAINTENANCE	59	33	21	1	4	0	0
SKILLED CRAFTSMEN	20	11	9	0	0	0	0
TECHNICIANS	17	13	4	0	0	0	0
<b>TECHNOLOGY</b>	<b>35</b>	<b>18</b>	<b>1</b>	<b>1</b>	<b>12</b>	<b>3</b>	<b>0</b>
CLERICAL	1	0	0	0	1	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROFESSIONALS	16	9	0	1	5	1	0
TECHNICIANS	17	8	1	0	6	2	0
<b>TREASURER</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>0</b>
CLERICAL	10	1	0	0	9	0	0
PROFESSIONALS	3	1	0	0	1	1	0
<b>UTILITY LINE SERVICES</b>	<b>65</b>	<b>44</b>	<b>14</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>0</b>
CLERICAL	4	0	0	0	3	1	0
SERVICE/MAINTENANCE	44	30	13	1	0	0	0
SKILLED CRAFTSMEN	7	7	0	0	0	0	0
TECHNICIANS	10	7	1	1	1	0	0
<b>WASTEWATER</b>	<b>52</b>	<b>34</b>	<b>9</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>0</b>
CLERICAL	3	0	0	0	3	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
SERVICE/MAINTENANCE	25	17	5	1	2	0	0
SKILLED CRAFTSMEN	16	12	4	0	0	0	0
TECHNICIANS	7	4	0	0	3	0	0
<b>WATER</b>	<b>41</b>	<b>25</b>	<b>11</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>
CLERICAL	2	0	0	0	2	0	0
OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PROTECTIVE SERVICE	3	3	0	0	0	0	0
SERVICE/MAINTENANCE	11	4	5	1	1	0	0

## Attachment 1

**EMPLOYMENT by Department and EEO Categories**

	TOTAL	WM	BM	OM	WF	BF	OF
SKILLED CRAFTSMEN	18	13	5	0	0	0	0
TECHNICIANS	6	4	1	0	1	0	0
YOUTH SERVICES	25	6	5	0	7	7	0
CLERICAL	2	0	0	0	2	0	0
OFFICIALS/MANAGERS	1	0	0	0	0	1	0
PARA-PROFESSIONAL	15	4	4	0	2	5	0
PROFESSIONALS	4	2	0	0	2	0	0
SERVICE/MAINTENANCE	3	0	1	0	1	1	0
	<b>1926</b>	<b>1006</b>	<b>247</b>	<b>18</b>	<b>475</b>	<b>175</b>	<b>5</b>

## NEW HIRES - By Department and EEO Categories

DEPT	TITLE	TOTAL	WM	BM	OM	WF	BF	OF
CIRCUIT COURT	CLERICAL	2	0	0	0	2	0	0
CITY ATTORNEY	PROFESSIONAL	1	0	0	0	1	0	0
CITY CLERK	CLERICAL	4	0	0	0	1	3	0
CITY MANAGER	OFFICIALS/MANAGERS	1	0	0	0	0	1	0
CIVIC CENTER	SERVICE/MAINT.	2	2	0	0	0	0	0
CIVIC CENTER	TECHNICIANS	5	4	0	0	1	0	0
CIVIC CENTER	CLERICAL	1	0	1	0	0	0	0
CLERK OF CIRCUIT COURT	CLERICAL	2	0	0	0	1	1	0
COMMISSIONER OF REVENUE	CLERICAL	1	0	0	0	1	0	0
COMMONWEALTH ATTORNEY	CLERICAL	1	0	0	0	1	0	0
COMMUNICATIONS	PROFESSIONAL	1	0	0	0	1	0	0
ECONOMIC DEVELOPMENT	PROFESSIONAL	1	0	0	0	1	0	0
EMERGENCY 911	TECHNICIANS	13	5	1	0	6	1	0
ENGINEERING	PROFESSIONAL	1	1	0	0	0	0	0
ENGINEERING	SERVICE/MAINT.	1	1	0	0	0	0	0
FACILITIES MANAGEMENT	SERVICE/MAINT.	4	0	3	0	1	0	0
FINANCE	PROFESSIONAL	4	0	0	0	4	0	0
FINANCE	CLERICAL	2	0	0	0	1	1	0
FIRE-EMS	PROTECTIVE SERVICE	8	8	0	0	0	0	0
FLEET MANAGEMENT	SKILLED CRAFTSMEN	3	3	0	0	0	0	0
FLEET MANAGEMENT	SERVICE/MAINT.	2	2	0	0	0	0	0
HOUSING & NEIGHBORHOOD SERVICES	CLERICAL	1	0	0	0	0	1	0
HOUSING & NEIGHBORHOOD SERVICES	PROFESSIONAL	1	0	1	0	0	0	0
HUMAN RESOURCES	PROFESSIONAL	2	0	1	0	0	1	0
HUMAN SERVICES	CLERICAL	1	0	0	0	0	1	0
HUMAN SERVICES	PROFESSIONAL	2	0	0	0	1	1	0
HUMAN SERVICES	PARA-PROFESSIONAL	1	0	1	0	0	0	0
LIBRARIES	PARA-PROFESSIONAL	3	0	0	0	2	1	0
LIBRARIES	CLERICAL	1	0	0	0	1	0	0
LIBRARIES	PROFESSIONAL	3	0	0	0	3	0	0
LIBRARIES	OFFICIALS/MANAGERS	1	1	0	0	0	0	0
LIBRARIES	TECHNICIANS	1	1	0	0	0	0	0
MANAGEMENT & BUDGET	PROFESSIONAL	2	1	0	0	0	1	0
MUNICIPAL AUDITING	PROFESSIONAL	2	2	0	0	0	0	0
PARKS & RECREATION	PROFESSIONAL	1	0	0	0	1	0	0
PARKS & RECREATION	CLERICAL	1	0	0	0	1	0	0
PARKS & RECREATION	SERVICE/MAINT.	7	5	1	0	1	0	0
PARKS & RECREATION	TECHNICIANS	1	1	0	0	0	0	0
PLANNING & BUILDING SERVICES	TECHNICIANS	2	2	0	0	0	0	0
PLANNING & BUILDING SERVICES	CLERICAL	1	0	0	0	1	0	0
POLICE	PROTECTIVE SERVICE	33	26	5	0	2	0	0
POLICE	TECHNICIANS	2	0	0	0	1	1	0
POLICE	CLERICAL	4	0	0	0	3	1	0
PURCHASING	CLERICAL	1	0	0	0	0	1	0
SHERIFF	PROTECTIVE SERVICE	22	19	0	0	3	0	0
SOCIAL SERVICES	PROFESSIONAL	30	2	1	0	20	7	0
SOCIAL SERVICES	CLERICAL	5	0	0	0	3	2	0
SOCIAL SERVICES	PARA-PROFESSIONAL	2	0	0	0	1	1	0
SOLIDWASTE	CLERICAL	1	0	0	0	1	0	0
SOLIDWASTE	SERVICE/MAINT	4	1	3	0	0	0	0
STREETS & TRAFFIC	SERVICE/MAINT	13	4	8	0	1	0	0

December 31, 2001

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### NEW HIRES - By Department and EEO Categories

DEPT	TITLE	TOTAL	WM	BM	OM	WF	BF	OF
TECHNOLOGY	TECHNICIANS	8	5	1	0	2	0	0
TECHNOLOGY	PROFESSIONAL	2	1	0	0	1	0	0
UTILITY LINES	SERVICE/MAINT.	6	5	1	0	0	0	0
UTILITY LINES	CLERICAL	1	0	0	0	1	0	0
UTILITY LINES	SKILLED CRAFTSMEN	1	0	1	0	0	0	0
WASTEWATER	SERVICE/MAINT.	9	8	0	1	0	0	0
WASTEWATER	SKILLED CRAFTSMEN	2	2	0	0	0	0	0
WASTEWATER	TECHNICIANS	1	0	0	0	1	0	0
WATER	SKILLED CRAFTSMEN	1	1	0	0	0	0	0
WATER	SERVICE/MAINT.	1	1	0	0	0	0	0
YOUTH SERVICES	SERVICE/MAINT.	1	0	0	0	1	0	0
YOUTH SERVICES	PARA-PROFESSIONAL	3	0	1	0	1	1	0
		<b>247</b>	<b>114</b>	<b>30</b>	<b>1</b>	<b>75</b>	<b>27</b>	<b>0</b>



## PROMOTIONS By Department and EEO Categories

DEPT	TITLE	TOTAL	WM	BM	OM	WF	BF	OF
CITY CLERK	CLERICAL	1	0	0	0	0	1	0
CITY MANAGER	PROFESSIONAL	1	1	0	0	0	0	0
CLERK OF CIRCUIT COURT	CLERICAL	5	0	0	0	4	1	0
COMMISSIONER OF REVENUE	PROFESSIONAL	1	1	0	0	0	0	0
COMMONWEALTH ATTORNEY	CLERICAL	2	0	0	0	2	0	0
DEPT OF TECHNOLOGY	TECHNICIANS	4	2	0	1	1	0	0
ECONOMIC DEVELOPMENT	PROFESSIONAL	1	0	1	0	0	0	0
EMERGENCY 911	TECHNICIANS	4	1	0	0	3	0	0
ENGINEERING	TECHNICIANS	1	1	0	0	0	0	0
FINANCE	PROFESSIONAL	2	0	0	0	2	0	0
FIRE-EMS	PROTECTIVE SERVICES	8	5	2	0	1	0	0
FIRE-EMS	TECHNICIANS	4	4	0	0	0	0	0
FLEET MANAGEMENT	SERVICE/MAINTENANCE	2	2	0	0	0	0	0
HUMAN RESOURCES	PROFESSIONAL	2	0	0	0	0	2	0
LIBRARIES	PARA-PROFESSIONAL	1	1	0	0	0	0	0
MANAGEMENT & BUDGET	PROFESSIONAL	4	1	1	0	2	0	0
MUNICIPAL AUDITING	OFFICIALS/MANAGERS	1	1	0	0	0	0	0
PARKS AND RECREATION	PROFESSIONAL	1	1	0	0	0	0	0
PARKS AND RECREATION	SERVICE/MAINTENANCE	2	2	0	0	0	0	0
POLICE	TECHNICIANS	3	2	0	0	0	1	0
POLICE	PROTECTIVE SERVICES	2	1	1	0	0	0	0
SHERIFF	PROFESSIONAL	4	3	1	0	0	0	0
SHERIFF	TECHNICIANS	3	2	0	0	1	0	0
SHERIFF	CLERICAL	1	0	0	0	1	0	0
SOCIAL SERVICES	PROFESSIONAL	6	1	0	0	4	1	0
SOLID WASTE MGMT	SERVICE/MAINTENANCE	4	0	3	0	0	1	0
SOLID WASTE MGMT	SKILLED CRAFTSMEN	3	1	2	0	0	0	0
STREETS & TRAFFIC	SERVICE/MAINTENANCE	2	2	0	0	0	0	0
TREASURER	PROFESSIONAL	1	0	0	0	1	0	0
UTILITY LINE SERVICES	TECHNICIANS	3	2	0	0	1	0	0
WATER	SKILLED CRAFTSMEN	1	0	1	0	0	0	0
WATER	TECHNICIANS	1	1	0	0	0	0	0
YOUTH SERVICES	PROFESSIONAL	1	0	0	0	0	1	0
		<b>82</b>	<b>38</b>	<b>12</b>	<b>1</b>	<b>23</b>	<b>8</b>	<b>0</b>



Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
 Honorable William H. Carder, Vice Mayor  
 Honorable William D. Bestpitch, Council Member  
 Honorable C. Nelson Harris, Council Member  
 Honorable W. Alvin Hudson, Jr., Council Member  
 Honorable William White, Sr., Council Member  
 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Architectural & Engineering  
 Services For the Roanoke  
 Civic Center Expansion and  
 Renovation Project-Phase II  
 Improvements, Proposal  
 No. 01-12-05

City Council appropriated funding in the amount of \$850,000 for the design process for the Roanoke Civic Center Expansion and Renovation Project-Phase II at its meeting on November 19, 2001.

Following public advertisement of the Request for Proposals, the City received one qualification proposal from Rosser International, Inc. This firm was previously awarded the design contract for the Roanoke Civic Center Expansion and Renovation Project -Phase I improvements associated with the \$3 million Arena Ventures package.

Given that only one proposal was received for the project, and in the judgment of City staff that that firm is well qualified, it selected Rosser International, Inc., 524 West Peachtree Street, N.W., Atlanta, Georgia 30308, to provide the required design services for the proposed Roanoke Civic Center Expansion and Renovation Project - Phase II improvements. In addition to the normal A & E design services, these services will include interior design, food service, acoustics, graphics and landscape design, but do not include assistance during the bid phase or the construction phase.

City staff has negotiated an acceptable agreement for the proposed work with Rosser International, Inc. for a lump sum fee of \$825,000.00. Funding for the agreement is available in Civic Center Expansion/Renovation Phase II account number 005-550-8616. Funding in the total amount of \$850,000.00 is needed for

Honorable Mayor and Members of Council  
February 4, 2002  
Page 2

the project. Additional funding in excess of the contract amount is needed to support advertising expenses, testing and other unforeseen project expenses.

Recommended Action:

Authorize the City Manager to execute a Contract for Consultant Services for the above work with Rosser International, Inc. in the amount of \$825,000.00.

Respectfully submitted,



Darlene L. Burcham  
City Manager

DLB:ca

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Barry L. Key, Director of Management and Budget  
Philip C. Schirmer, City Engineer

#CM01-00022

D.T.

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing a contract with Rosser International, Inc., for architectural and engineering services for the Roanoke Civic Center Expansion and Renovation Project - Phase II improvements.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The City Manager and the City Clerk are hereby authorized to execute and attest, respectively, a contract with Rosser International, Inc., in the amount of \$825,000.00 for architectural and engineering design phase services to include programming and space planning services, for the Roanoke Civic Center Expansion and Renovation Project - Phase II improvements, as described in the City Manager's letter to this Council dated February 4, 2002.

2. The form of the contract shall be approved by the City Attorney, all as more particularly set forth in the City Manager's letter to this Council dated February 4, 2002.

ATTEST:

City Clerk.

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Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
 Honorable William H. Carder, Vice Mayor  
 Honorable William D. Bestpitch, Council Member  
 Honorable C. Nelson Harris, Council Member  
 Honorable W. Alvin Hudson, Jr., Council Member  
 Honorable William White, Sr., Council Member  
 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Programming and Space Planning  
 For Public Works Service Center,  
 Municipal North, and Other Facilities  
 Proposal No. 01-10-19

The City is seeking an architectural-engineering consultant to furnish programming and space planning services. Specifically, there is a need to develop a program and conceptual building/site plan for the Public Works Service Center (PWSC), to update the 1996 "Long-Range Facility Master Plan" and develop related conceptual floor plans for the Municipal North/Municipal South office building complex and the Courthouse Building.

There is a need to more carefully evaluate the overall layout for the PWSC and the surrounding site given the impending relocation of 22 landscape maintenance staff and related equipment from Parks and Recreation, the closing of the Materials Handling Warehouse, the possibility of incorporating the City School's bus maintenance facility, and the need to examine the utilization of land in relation to the proposed stadium-amphitheater complex. With the vacancy of the City's Human Services (Social Services) Department from Municipal North in late 2002 or early 2003, there is a need to update the "Long-Range Facilities Master Plan" and revise the conceptual floor plans and cost estimates to re-allocate space within both Municipal North and Municipal South to accommodate the growth of departments remaining in these buildings, as well as other offices housed in space outside the municipal complex. Council has already given approval to move forward with each of these studies.

There is also a need to update the master plan as it relates to the Courthouse Building. The information gained from that portion of the study is essential in accurately identifying the budget needs for this future Capital Improvements project.

Following public advertisement, the City received qualification proposals from six (6) architectural firms. A selection committee composed of Robert Bengtson, Public Works Director, Philip Schirmer, City Engineer, Henry (Ed) Culp, Public Works Project Coordinator, Lynn Vernon, Manager of Facilities Management, and Victoria Tregubov, Budget/Management Analyst, short-listed and interviewed four (4) firms, Hayes, Seay, Mattern & Mattern, Inc. (HSMM), Hughes Associates Architects, MarshWitt Associates, and Wiley & Wilson. Following the interviews the firm of HSMM, Inc., 1315 Franklin Road, S.W., Roanoke, Virginia, 24016 was deemed the best qualified to provide the planning services required for the study.

Honorable Mayor and Members of Council  
 February 4, 2002  
 Page 2

City staff has negotiated an acceptable agreement for the above work with HSMM, Inc. for a lump sum fee of \$149,220.00. Funding for the agreement is available in the following accounts:


<u>Name</u>	<u>Number</u>	<u>Amount</u>
Public Works Service Center	008-530-9776-9003	\$50,000
Study of Municipal North and South Office Use	008-530-9777-9003	\$50,000
Capital Improvement Reserve	008-052-9575-9173	\$55,000

Funding in the total amount of \$155,000.00 is needed to perform the study. Additional funding in excess of the contract amount is needed to support advertising expenses, limited testing, reproduction, and other unforeseen project expenses.

**Recommended Action:**

Authorize the City Manager to execute a Contract for Consultant Services for the above work with Hayes, Seay, Mattern & Mattern, Inc., in the amount of \$149,220.00. Transfer \$155,000.00 from the following accounts: \$50,000.00 from Public Works Service Center, Account No. 008-530-9776-9003; \$50,000.00 from Study of Municipal North and Municipal South Office Use, No. 008-530-9777-9003; and \$55,000.00 from Capital Improvements Reserve, No. 008-052-9575-9173, to a new capital account entitled "Master Plan for PWSC, Municipal Complex and Courthouse Building."

Respectfully submitted,

  
 Darlene L. Burcham  
 City Manager

DLB/CMA/na

c: Mary F. Parker, City Clerk  
 William M. Hackworth, City Attorney  
 Jesse A. Hall, Director of Finance  
 Elizabeth A. Neu, Economic Development Director  
 Philip C. Schirmer, City Engineer  
 Barry L. Key, Director of Management and Budget

#CM02-00021

AHS

**IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA**

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Capital Projects Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

**Appropriations**

General Government		\$	15,365,230
Public Works Service Center Upgrade - Phase I (1) . . . . .			400,000
Study of Municipal North Office Use (2) . . . . .			-0-
Master Plan for Public Works Service Center, Municipal Complex and Courthouse Building (3-4) . . . . .			155,000
Capital Improvement Reserve		\$	2,596,911
Capital Improvement Reserve (5) . . . . .			400,758
1) CMERP - Equipment Purchases	(008-530-9776-9132)	\$ ( 50,000)	
2) CMERP - Equipment Purchases	(008-530-9777-9132)	( 50,000)	
3) Appropriated from General Revenue	(008-530-9783-9003)	55,000	
4) CMERP - Equipment Purchases	(008-530-9783-9132)	100,000	
5) Buildings and Structures	(008-052-9575-9173)	( 55,000)	

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall  
be in effect from its passage.

ATTEST:

City Clerk.



D.T.

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing a contract with Hayes, Seay, Mattern & Mattern, Inc., for programming and space planning services for the design and development of conceptual building and site plans and related work for the City's Public Works Service Center, to update the City's 1996 "Long-Range Facility Master Plan", and develop related conceptual floor plans for the City's Municipal North and Municipal South office buildings, and the Courthouse building.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The City Manager and the City Clerk are hereby authorized to execute and attest, respectively, a contract with Hayes, Seay, Mattern & Mattern, Inc., in the amount of \$149,220.00 for programming and space planning services for the design and development of conceptual building and site plans and related work for the City's Public Works Service Center, to update the City's 1996 "Long-Range Facility Master Plan", and develop related conceptual floor plans for the City's Municipal North and Municipal South office buildings, and the Courthouse building, as described in the City Manager's letter to this Council dated February 4, 2002.
2. The form of the contract shall be approved by the City Attorney, all as more particularly set forth in the City Manager's letter to this Council dated February 4, 2002.

ATTEST:

City Clerk.

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Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
Honorable William H. Carder, Vice Mayor  
Honorable William D. Bestpitch, Council Member  
Honorable C. Nelson Harris, Council Member  
Honorable W. Alvin Hudson, Jr., Council Member  
Honorable William White, Sr., Council Member  
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Bid for Sheriff's Office Uniforms  
Bid # 01-12-06

**Background:**

With the need to request bids for the purchase of uniforms for employees of the Roanoke Sheriff's Office, specifications were developed and along with the Invitation for Bid were sent to seventeen (17) providers. The Invitation for Bid specified that items worn together would be grouped together to determine the lowest bid. The bid was publicly advertised in accordance with Chapter 23.1 of the Code of the City of Roanoke.

**Considerations:**

Four (4) bids were received and evaluated in a consistent manner based on the required specifications. See attached bid tabulation. Kay Uniform Company, Inc., Kingsport, Tennessee, submitted the lowest overall bid meeting the required bid specifications. The estimated yearly cost for the purchase of these uniform items is \$45,000. Funding for the remainder of the current year is available in account #001-140-3310-2064. Additional uniform funding will be included in the recommended budget for FY 03 in this same line item.

The Honorable Mayor and Members of Council  
February 4, 2002  
Page 2

Recommended Action:

Authorize the issuance of the requisite purchase order(s) to Kay Uniform Company, Inc. for the purchase of Roanoke Sheriff's Office employee uniforms for a term period of one (1) year with the option to renew for four (4) additional one (1) year periods, with pricing to remain the same for all five (5) years, and reject all other bids.

Respectfully Submitted,

  
Darlene L. Burckam  
City Manager

DLB: bdf

c: Mary Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Barry L. Key, Director OMB  
George M. McMillan, Sheriff  
Robert L. White, Manager, Purchasing

CM02-00024

Bid Tabulation  
 Bids were received, publicly opened and read at 2:00 p.m., January 7, 2002  
 For  
 Sheriff's Department Uniforms  
 Bid Number 01-12-06

		SOUTHERN POLICE EQUIP. INC.	TOWN POLICE SUPPLY OF RICHMOND	SAM'S ON THE MARKET, INC.	KAY UNIFORM COMPANY, INC.
01	LONG SLEEVE SHIRT	NO BID	NO BID	35.36	29.34*
02	SHORT SLEEVE SHIRT	NO BID	NO BID	30.36	25.60*
03	FEMALE LONG SLEEVE SHIRT	NO BID	NO BID	35.36-NO ZIPPER 40.00- W/ZIPPER	32.05*
04	FEMALE SHORT SLEEVE SHIRT	NO BID	NO BID	30.36-NO ZIPPER 35.00- W/ZIPPER	28.31*
05	MENS TAUPE TROUSERS	NO BID	NO BID	45.36	32.14*
06	FEMALE TAUPE TROUSERS	NO BID	NO BID	45.36	32.14*
07	ULTRA JACKET	NO BID	NO BID	168.57	147.30*
08	TAUPE CLIP TIES	NO BID	NO BID	4.00	3.50*
09	BROWN SHOES	62.50	69.00	NO BID	62.11*
10	FEMALE BROWN SHOES	62.50	NO BID	NO BID	62.11*

11	BROWN RAINCOAT	NO BID	NO BID	NO BID	59.21*
12	BROWN STRAW HAT	52.00	NO BID	55.71	42.50*
13	BROWN FELT HAT	59.00	NO BID	62.86	55.00*
14	1-PIECE BROWN HAT STRAP	3.75	NO BID	3.93	3.92*
15	3-PIECE BROWN HAT STRAP	4.75	NO BID	5.00	5.00*
16	HAT PROJECTOR	4.00	NO BID	5.00	2.71*
17	BROWN COMMAND JACKET	NO BID	NO BID	114.29	105.41*
18	BROWN COMMAND V-NECK SWEATER	NO BID	NO BID	57.93	43.42*
19	5 PT. RHODIUM BADGE	37.00	46.00	33.15	30.93*
20	5 PT. GOLD PLATE BADGE	46.00	50.00	41.60	39.06*
21	NAMEPLATES	7.00	7.00	8.00	5.56*
22	SERVING SINCE PLATE	7.00	7.00	8.00	5.18*
23	COLLAR PINS	4.50	6.00 PR	5.00 PR	3.12*
24	SILVER 5 PT. BADGE EMBLEM	NO BID	NO BID	2.50	1.27*
25	GOLD 5 PT. BADGE EMBLEM	NO BID	NO BID	2.50	1.27*

26	SERGEANT CHEVRONS	NO BID	NO BID	3.00 PR	1.68*
27	V-NECK SCRUB TOP	NO BID	NO BID	12.29	14.62*
28	SCRUB PANTS W/ELASTIC	NO BID	NO BID	15.36	13.12*
29	UNISEX V-NECK SCRUB TOP	NO BID	NO BID	12.29	13.12*
30	WARM UP JACKET	NO BID	NO BID	21.43	14.37*
31	DRAWSTRING SCRUB PANTS	NO BID	NO BID	13.21	14.18*
32	LONG SLEEVE SHIRT	NO BID	NO BID	15.71	12.61*
33	SHORT SLEEVE SHIRT	NO BID	NO BID	14.29	11.14*
34	KHAKI PLEAT SKIRT	NO BID	NO BID	22.14	18.98*
35	KHAKI PLEAT PANTS	NO BID	NO BID	22.14	22.78*
36	COMBAT BROWN SHIRT	28.00	NO BID	27.00	24.14*
37	COMBAT BROWN PANTS	28.00	NO BID	27.00	27.00*
38	BROWN WIND JACKET	NO BID	NO BID	22.86	13.57*
39	WINTER STYLE CAP	NO BID	NO BID	8.14	7.38*
40	SUMMER STYLE CAP	NO BID	NO BID	7.79	7.04*
41	SHIRT DICKIE	NO BID	NO BID	14.70	3.71*

\* Indicates Recommendation

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION accepting the bid of Kay Uniform Company, Inc., for the purchase of Roanoke City Sheriff's Office employee uniforms; and rejecting all other bids made to the City.

BE IT RESOLVED by this Council of the City of Roanoke that:

1. The bid submitted by Kay Uniform Company, Inc., for the purchase of Roanoke City Sheriff's Office employee uniforms for a term of one year with the option to renew for four additional one year periods, which bid is on file in the Purchasing Department, is hereby ACCEPTED, as set forth in the City Manager's letter to Council dated February 4, 2002.
2. The City's Manager of the Purchasing Department is hereby authorized and directed to issue the requisite purchase order therefor, incorporating into said order the City's specifications, the terms of said bidder's proposal and the terms and provisions of this resolution.
3. Any and all other bids made to the City for the aforesaid procurement are hereby REJECTED, and the City Clerk is directed to notify each such bidder and to express to each the City's appreciation for such bid.

ATTEST:

City Clerk



Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
Honorable William H. Carder, Vice Mayor  
Honorable W. Alvin Hudson, Council Member  
Honorable William D. Bestpitch, Council Member  
Honorable William White, Sr., Council Member  
Honorable C. Nelson Harris, Council Member  
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Fund Appropriation from  
First Union National Bank

**Background:**

The City of Roanoke, First Union and the Fifth District Employment and Training Consortium (FDETC) agreed if First Union would maintain 420 jobs in Enterprise Zone One, training funds would be available. The agreement states First Union is responsible for repaying \$400.00 for each position below 420. An October 2001 compliance review noted only 309 First Union employees are now located in Enterprise Zone One. The City of Roanoke recently received a check from First Union in the amount of \$44,400, representing repayment for 111 positions. Such funds need to be appropriated into an account within the City's budget.

**Considerations:**

The penalty repayment provides an opportunity to further maintain and stimulate economic activity within Enterprise Zone One. Carilion Health System (CHS), in an agreement dated September 1, 1998, agreed to move or create at least 310 jobs in Enterprise Zone One. The City of Roanoke agreed to make available, through the Fifth District Employment and Training Consortium, jobs training grants in the amount of \$1000 per employee, not to exceed \$500,000. CHS has experienced more growth than they had hoped and have requested more training funds than initially set aside. The total request for training funds is \$335,678.32, while the City only set aside \$310,000 for CHS's training funds.



Honorable Mayor and Members of Council  
February 4, 2002  
Page 2

Recommended Action:

City Council appropriate \$25,678.32 from the First Union repayment funds into the CHS training grant account, 008-002-9699 and the remaining \$18,721.68 to 008-052-9630-2044, the Enterprise Zone Training Incentive fund to further the goals of the Enterprise Zone program. Establish the revenue estimate of \$44,400 in the "First Union Job Grant Repayment" revenue account.

Respectfully submitted,

  
Darlene L. Burdham  
City Manager

DLB:sem

c: Jesse A. Hall, Director of Finance  
William M. Hackworth, City Attorney  
Mary F. Parker, City Clerk  
Elizabeth A. Neu, Director of Economic Development

#CM02-00008

ALS

**IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA**

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Capital Projects Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

**Appropriations**

Economic Development	\$ 24,390,593
Carilion Training Incentive FY 2002 (1) .....	25,678
Enterprise Zone 1 and 2 Training FY 2002 (2) .....	18,722

**Revenues**

First Union Job Grant Repayment (3) .....	\$ 44,400
---	-----------

1) Appropriated from		
Third Party	(008-310-9699-9004)	\$ 25,678
2) Appropriated from		
Third Party	(008-310-9630-9004)	18,722
3) First Union Job Grant		
Repayment	(008-310-9699-1281)	44,400

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.



Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
Honorable William H. Carder, Vice Mayor  
Honorable William D. Bestpitch, Council Member  
Honorable C. Nelson Harris, Council Member  
Honorable W. Alvin Hudson, Jr., Council Member  
Honorable William White, Sr., Council Member  
Honorable Linda F. Wyatt, Council Member

Dear Mayor and Members of City Council:

Subject:     Sharing Federally Forfeited  
             Property

**Background:**

In 1986, Congress authorized the transfer of certain federally forfeited property to state and local law enforcement agencies that participated in the investigation and seizure of the property. Application for an equitable share of property seized by local law enforcement must be made to the U. S. Department of Justice and certified by the City Attorney. This property, including funds shared with state and local agencies, may be used only for the purpose stated in the application, i.e., narcotics investigations related to law enforcement.

Participation in federally forfeited property enhances the effectiveness of narcotics investigations by providing necessary investigations equipment, investigative funds, overtime expenses, and offsets the costs that would otherwise have to be borne by the city's taxpayers. The Police Department receives funds periodically from the federal government's asset sharing program. Grant requirements state that these funds be placed in an interest bearing account and the interest earned be used in accordance with program guidelines.

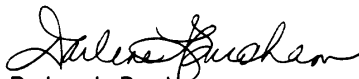
Revenues totaling \$58,982.00 have been collected and are available for appropriation in Grant Fund accounts 035-640-3304-3305 and 035-640-3304-3306.

Honorable Mayor and Members of Council  
February 4, 2002  
Page 2

Recommended Action:

Appropriate \$58,982.00 to the Grant Fund account for Exp. Equipment (035-640-3304-2035) and increase the Grant Fund revenue estimate for account 035-640-3304-3305 by \$58,231.00 and account 035-640-3304-3306 by \$751.00

Respectfully submitted,



Darlene L. Burcham  
City Manager

DLB:wa

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
James D. Grisso, Director of Finance  
Rolanda Johnson, Assistant City Manager  
Chief A. L. Gaskins, Police

#CM02-00017

AHS

**IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA**

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Grant Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Grant Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

**Appropriations**

Public Safety	\$ 1,894,474
Federal Asset Forfeiture (1) . . . . .	301,203

**Revenues**

Public Safety	\$ 1,894,474
Federal Asset Forfeiture (2-3) . . . . .	301,203

1) Expendable Equipment		
<\$5,000	(035-640-3304-2035)	\$ 58,982
2) Federal Asset		
Forfeiture Proceeds	(035-640-3304-3305)	58,231
3) Interest	(035-640-3304-3306)	751

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.



Office of the City Manager

February 4, 2002

Honorable Ralph K. Smith, Mayor  
Honorable William H. Carder, Vice Mayor  
Honorable William D. Bestpitch, Council Member  
Honorable C. Nelson Harris, Council Member  
Honorable W. Alvin Hudson, Jr., Council Member  
Honorable William White, Sr., Council Member  
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Rescue Squad Assistance  
Grant

**Background:**

The Virginia Department of Health, Office of Emergency Medical Services has a Rescue Squad Assistance Fund (RSAF) grant program that is administered twice annually. Roanoke Fire-EMS applied in September 2001 for this grant in order to furnish apparatus with eight automatic external defibrillators (AED) and four suction units. This will equip the apparatus with medical First Response capability, and bring a reserve ambulance in compliance with new state EMS regulations.

In January 2002, the State Office of Emergency Medical Services awarded Roanoke Fire-EMS a grant of \$14,000 for this project, requiring a \$14,000 local match. Sufficient matching funding for this grant was appropriated through CMERP in the Fall 2001.

**Considerations:**

City Council action is needed to formally accept and appropriate these funds, and authorize the Director of Finance to establish revenue estimates and appropriation accounts to purchase the equipment and supplies in accordance with provisions of this grant.

**Recommended Action:**

Accept the grant as described above and appropriate State grant funds of \$14,000 with a corresponding revenue estimate in accounts established by the Director of

The Honorable Mayor and Members of Council  
February 4, 2002  
Page 2

Finance in the Grant Fund. Additionally, transfer local match of \$14,000 from account (001-520-3521-9132) to the same Grant Fund account.

Respectfully submitted,

  
Darlene L. Burcham  
City Manager

DLB:jsf

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
George S. Snead, Assistant City Manager for Operations  
James Grigsby, Fire-EMS Chief

#CM02-00018

AHS

**IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA**

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 General and Grant Funds Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 General and Grant Funds Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

**General Fund**

**Appropriations**

Public Safety	\$ 46,697,423
Emergency Medical Services (1) .....	2,153,625
Nondepartmental	\$ 71,635,871
Transfer to Other Funds (2) .....	71,093,166

**Grant Fund**

**Appropriations**

Public Safety	\$ 1,863,492
Rescue Squad Assistance Grant (3) .....	28,000

**Revenues**

Public Safety	\$ 1,863,492
Rescue Squad Assistance Grant (4-5) .....	28,000

1) CMERP - Equipment		
Purchases	(001-520-3521-9132)	\$ ( 14,000)
2) Transfer to Grant Fund	(001-250-9310-9535)	14,000
3) Expendable Equipment		
(<\$5,000)	(035-520-3341-2035)	28,000
4) Local Match	(035-520-3341-3342)	14,000
5) State Grant Receipts	(035-520-3341-3343)	14,000



BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing the acceptance of the Rescue Squad Assistance Fund ("RSAF") Grant made to the City of Roanoke by the Virginia Department of Health, Office of Emergency Medical Services and authorizing the execution and filing by the City Manager of the conditions of the grant and other grant documents.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The City of Roanoke hereby accepts the offer made by the Virginia Department of Health, Office of Emergency Medical Services of the Rescue Squad Assistance Fund Grant in the amount of \$14,000.00.
2. The City Manager or the Assistant City Manager is hereby authorized to accept, execute and file on behalf of the City any documents setting forth the conditions of Virginia Department of Health, Office of Emergency Medical Services RSAF Grant.
3. The City Manager or the Assistant City Manager is further directed to furnish such additional information as may be required by the Virginia Department of Health, Office of Emergency Medical Services in connection with the City's acceptance of the foregoing grant or with such project.

ATTEST:

City Clerk.

6.b.1

**CITY OF ROANOKE  
OFFICE OF CITY CLERK**

215 Church Avenue, S.W., Room 456  
Roanoke, Virginia 24011-1536  
Telephone: (540) 853-2541  
Fax: (540) 853-1145  
E-mail: clerk@ci.roanoke.va.us

MARY F. PARKER, CMC  
City Clerk

February 4, 2002

STEPHANIE M. MOON  
Deputy City Clerk

File #467

The Honorable Mayor and Members  
of the Roanoke City Council  
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

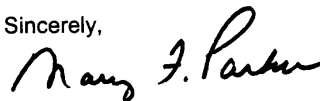
Pursuant to Chapter 9, Education, Code of the City of Roanoke (1979), as amended, establishing a procedure for the election of School Trustees, this is to advise you that the three-year terms of office of Charles W. Day and Brian J. Wishneff will expire on June 30, 2002. Mr. Day is ineligible to serve another term inasmuch as he has served three consecutive three year terms of office.

Pursuant to Section 9-16 of the Code of the City of Roanoke (1979), as amended, on or before February 15 of each year, Council shall announce its intention to elect Trustees of the Roanoke City School Board for terms commencing July 1 through (1) public announcement of such intention at two consecutive regular sessions of the Council and (2) advertisement of such intention in a newspaper of general circulation in the City twice a week for two consecutive weeks.

Section 9-17 of the City Code provides that applications must be filed in the City Clerk's Office by March 10 of each year. Since March 10, 2002, falls on Sunday, and City offices will be closed, the deadline for receipt of applications will be Friday, March 8 at 5:00 p.m. Application forms will be available in the City Clerk's Office and may be obtained between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday. Information describing the duties and responsibilities of School Trustees will also be available.

With kindest regards, I am

Sincerely,



Mary F. Parker, CMC  
City Clerk

MFP:sm

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**CITY OF ROANOKE**  
**DEPARTMENT OF FINANCE**

215 Church Avenue, S.W., Room 461  
P.O. Box 1220  
Roanoke, Virginia 24006-1220  
Telephone: (540) 853-2821  
Fax: (540) 853-6142

**JAMES D. GRISSO**  
Director of Finance

**JESSE A. HALL**  
Deputy Director

February 4, 2002

The Honorable Ralph K. Smith, Mayor  
The Honorable William H. Carder, Vice Mayor  
The Honorable William O. Bestpitch, Council Member  
The Honorable C. Nelson Harris, Council Member  
The Honorable W. Alvin Hudson, Jr., Council Member  
The Honorable William White, Sr., Council Member  
The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

**SUBJECT:** December Financial Report

This financial report covers the first half of the 2001-2002 fiscal year. The following narrative discusses revenues and expenditures to date.

**REVENUE**

General Fund revenues reflect an increase of 5.89% or \$3,831,000 compared to FY01. Variances in specific categories of revenues are as follows:

**General Property Taxes** increased 4.71% or \$1,190,000 due to growth in real estate tax revenues, the City's single largest revenue source. This growth is a positive indicator of the strength of our housing and construction market, given the estimated increase in this tax of approximately 3%. The first installment of real estate taxes was due October 5<sup>th</sup>. The second installment is due April 5<sup>th</sup>, and personal property taxes, the second largest tax, are due May 31<sup>st</sup>.

**Other Local Taxes** increased 2.17% or \$420,000. Sales tax declined 3.27% or \$239,000 from the prior year, a reflection of the economic decline experienced in recent months. This tax is expected to improve as we move into the second half of the fiscal year, yet continue to under perform our budgeted estimate. Gas utility tax decreased due to a mild fall. Cigarette and transient room tax rate increases have generated additional revenues in the local tax category. The increased cigarette tax revenue will be dedicated to debt service for the series 2002 bonds. The increased transient room tax revenues are being used to fund an additional contribution to the Roanoke Valley Convention and Visitors Bureau. Cellular phone utility tax is also up due to the increasing number of subscribers, and prepared food and beverage taxes are up approximately 3%.

**Permits, Fees and Licenses** are up \$102,000 or 25.83% due to increases in rates charged for building, electrical and plumbing inspections as well as the establishment of new construction-related fees.

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Honorable Mayor and Members  
 Roanoke City Council Page 2  
 February 4, 2002

**Fines and Forfeitures** rose 12.97% or \$53,000. General District Court fines increased 11%, and revenues from parking tickets rose almost 20% as compared to the prior year. Civilianizing the ticketing function combined with an increase in parking fines has led to an increase in parking ticket revenues.

**Revenue from Use of Money and Property** decreased 16.91% or \$97,000. Significant lower short term interest rates and lower General Fund average daily cash balances in the current year cause this decline. Conversely, rental income from the Commonwealth Building increased.

**Grants-In-Aid Commonwealth** increased \$1,830,000 or 11.61%. Revenues from the State for the Comprehensive Services Act (CSA) have risen on a year-to-date basis, and Foster Care revenues are also up. Reimbursement from the State for street construction and maintenance, which is based on the number of lane miles of state highway maintained by the City, is up from the prior year. Jail block grant revenues are up due to an increased number of state inmates housed at the City Jail. Revenue from the State to operate the E-911 wireless system is new this year, as is the corresponding cost center in the Public Safety expenditure category.

**Charges for Services** rose \$175,000 or 8.72%. Reimbursement for services provided by various General Fund departments to the Water and Sewage Treatment Funds increased. The charge for these services is based on the annual Cost Allocation Plan.

**Miscellaneous Revenue** increased \$78,000 or 55.23%. This increase is the result of the transfer of \$105,000 to the General Fund from the Transportation Fund, less a decrease in proceeds from the sale of surplus property. The Transportation Fund is providing funding to the General Fund in FY02 to partially fund the subsidy to the Greater Roanoke Transit Company (GRTC). In prior years, that subsidy was paid through the Transportation Fund.

**Internal Services** increased \$80,000 or 6.80% due to earlier receipt in FY 2002 of the revenues from the Roanoke Valley Detention Commission for fiscal services performed by the Department of Finance and due to an increased transfer from the Risk Management Fund for the operation of the Occupational Health Clinic.

#### **EXPENDITURES AND ENCUMBRANCES**

General fund expenditures and encumbrances have increased 6.32% or \$6,141,000 since FY01. Variances in individual expenditure categories are discussed as follows:

**Judicial Administration** expenditures are up \$233,000 or 8.86%. Juvenile and Domestic Relations Court costs rose due to a timing difference in the payment to the Roanoke Valley Detention Commission for housing juvenile detainees. Personal service expenditures of the Circuit Court have increased due to additional law clerk positions, which were established during September of FY01. Both the Sheriff and Commonwealth's Attorney personal services costs increased, as did charges from the Department of Technology to the Commonwealth's Attorney.

**Public Safety** expenditures increased 5.39% or \$1,175,000. Salary costs of the labor-intensive Police and Fire departments increased, as budgeted. Charges from the Department of Technology to the Police Department increased. Workers' compensation expenses also rose in the Public Safety category, and these often fluctuate from year to year based on the given claims of a particular year. The E-911 Wireless cost center is new in FY02 as are the revenues from the State to conduct this function. Communications (E-911 and Radio Shop) expenditures increased due to increased personal services charges and due to the scheduled payment of the City's portion of the annual maintenance agreement for the regional radio system.

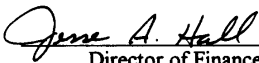
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Honorable Mayor and Members  
Roanoke City Council Page 3  
February 4, 2002

**Community Development** expenditures increased 20.91% or \$455,000 due to the establishment of the Neighborhood Partnership department as part of the General Fund. This department was included in the Grant Fund in prior years. Memberships and Affiliations expenditures increased due to increased contributions to the Roanoke Valley Convention and Visitors Bureau.

**Nondepartmental** expenditures increased 46.78% or \$3,144,000. These expenditures have risen sharply on a year-to-date basis due to City Manager initiated procedures of establishing and funding of CMERP projects and equipment purchases with one City Council report. By appropriating the entire CMERP funding at the beginning of the fiscal year, these transfers likewise all occur at the beginning of the year, rather than throughout the year as in the past. Transfers to the Capital Projects, Technology and Fleet Funds were significantly impacted by this change in policy.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.

  
Director of Finance

JAH/AHS  
Attachments

**CITY OF ROANOKE, VIRGINIA  
SUMMARY OF CITY MANAGER TRANSFERS  
AND AVAILABLE CONTINGENCY  
DECEMBER 31, 2001**

Transfer Number	Date	Explanation	From	To	Amount
<b>General Fund:</b>					
CMT-1863	07/30/01	Donation to Brain Injury Association	Jail	Membership and Affiliations	\$ 5,000
CMT-532	08/09/01	Tipping Fees	Solid Waste Management	Engineering	568
CMT-533	08/09/01	Tipping Fees	Solid Waste Management	Building Maintenance	2,270
CMT-1176	08/28/01	Deficit in State and Local Hospitalization Reimbursements	Human Services Support	Hospitalization Program	995
CMT-1177	08/31/01	Fees Due to Downtown Roanoke Inc Related to Farmer's Market	Contingency*	Memberships and Affiliations	15,856
CMT-536	10/04/01	Consultant Payment for Health Care Renewal	Residual Fringe Benefits	Human Resources	13,000
CMT-1195	10/04/01	Adoption Incentive Funds	Income Maintenance	Social Services-Services	15,089
CMT-544	11/20/01	Feasibility Study Related to Proposed Art Center	Residual Fringe Benefits	City Manager	75,000
CMT-1214	12/12/01	Contribution to Greater Raleigh Court Civic League	Pay Raise/Supplemental Budget	Memberships and Affiliations	25,000
CMT-548	12/13/01	RRHA Property Reimbursement	Juvenile and Domestic Relations Court Services	Housing and Neighborhood Services	53,700
				Total General Fund	<u>\$ 206,478</u>
<b>Capital Projects Fund:</b>					
CMT-1180	09/05/01	Additional Project Expenses	Broadway Street Bridge	First Street Bridge	\$ 23,550
				Total Capital Projects Fund	<u>\$ 23,550</u>
<b>Available Contingency</b>					
Balance of Contingency at July 1, 2001					\$ 500,000
*Contingency Appropriations From Above					(15,856)
Contingency Appropriations Through Budget Ordinances:					
BO 35515	08/20/01	Drug Prosecutor	Contingency	Transfer to Grant Fund	(8,170)
BO 35544	09/04/01	Zoning Inspector Positions	Contingency	Transfer to Grant Fund	(80,996)
Available Contingency at December 31, 2001					<u>\$ 394,978</u>

**CITY OF ROANOKE, VIRGINIA  
GENERAL FUND**

**STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Dec 31 2000-2001	July 1 - Dec 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
General Property Taxes	\$25,255,791	\$26,446,140	4.71 %	\$77,105,366	34.30%
Other Local Taxes	19,302,926	19,722,637	2.17 %	58,016,878	33.99%
Permits, Fees and Licenses	396,548	498,979	25.83 %	957,150	52.13%
Fines and Forfeitures	409,283	462,378	12.97 %	1,014,600	45.57%
Revenue from Use of Money and Property	573,171	476,238	(16.91) %	1,118,330	42.58%
Grants-in-Aid Commonwealth	15,759,387	17,589,741	11.61 %	46,402,072	37.91%
Grants-in-Aid Federal Government	17,180	17,179	(0.01) %	34,300	50.08%
Charges for Services	2,005,987	2,181,009	8.72 %	3,888,997	56.08%
Miscellaneous Revenue	140,702	218,416	55.23 %	560,236	38.99%
Internal Services	1,173,529	1,253,383	6.80 %	2,330,692	53.78%
<b>Total</b>	<b>\$65,034,504</b>	<b>\$68,866,100</b>	<b>5.89 %</b>	<b>\$191,428,621</b>	<b>35.97%</b>

**STATEMENT OF EXPENDITURES AND ENCUMBRANCES**

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Dec 31 2000-2001	July 1 - Dec 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
General Government	\$5,704,309	\$5,782,789	1.38 %	\$6,987,600	\$12,770,389	45.28%
Judicial Administration	2,632,283	2,865,448	8.86 %	3,478,527	6,343,975	45.17%
Public Safety	21,805,335	22,980,464	5.39 %	23,730,959	46,711,423	49.20%
Public Works	13,326,617	13,929,314	4.52 %	10,922,726	24,852,040	56.05%
Health and Welfare	10,841,170	11,228,120	3.57 %	16,150,356	27,378,476	41.01%
Parks, Recreation and Cultural	2,450,741	2,535,772	3.47 %	2,219,569	4,755,341	53.32%
Community Development	2,176,727	2,631,924	20.91 %	2,413,713	5,045,637	52.16%
Transfer to Debt Service Fund	8,453,298	8,525,807	0.86 %	3,741,092	12,266,899	69.50%
Transfer to School Fund	23,086,430	22,993,834	(0.40) %	22,993,834	45,987,668	50.00%
Nondepartmental	6,720,535	9,864,272	46.78 %	3,278,032	13,142,304	75.06%
<b>Total</b>	<b>\$97,197,445</b>	<b>\$103,337,744</b>	<b>6.32 %</b>	<b>\$95,916,408</b>	<b>\$199,254,152</b>	<b>51.86%</b>



**CITY OF ROANOKE, VIRGINIA  
SCHOOL FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Dec 31 2000-2001	July 1 - Dec 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
State Sales Tax	\$3,721,124	\$3,664,289	(1.53) %	\$9,492,986	38.60 %
Grants-in-Aid Commonwealth	19,285,989	18,555,102	(3.79) %	41,656,787	44.54 %
Grants-in-Aid Federal Government	48,156	37,077	(23.01) %	115,390	32.13 %
Charges for Services	298,491	334,509	12.07 %	1,971,820	16.96 %
Transfer from General Fund	23,086,430	22,993,834	(0.40) %	45,987,668	50.00 %
Special Purpose Grants	5,683,893	4,457,758	(21.57) %	7,128,391	NA
<b>Total</b>	<b>\$52,124,083</b>	<b>\$50,042,569</b>	<b>(3.99) %</b>	<b>\$106,353,042</b>	<b>47.05 %</b>

**SCHOOL FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES**

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Dec 31 2000-2001	July 1 - Dec 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
Instruction	\$33,805,272	\$33,284,594	(1.54) %	\$41,368,855	\$74,653,449	44.59 %
General Support	1,861,820	1,624,073	(12.77) %	2,219,086	3,843,159	42.26 %
Transportation	1,676,276	1,625,700	(3.02) %	2,262,146	3,887,846	41.81 %
Operation and Maintenance of Plant	4,679,383	4,460,117	(4.69) %	5,896,348	10,356,465	43.07 %
Facilities	1,815,070	1,334,947	(26.45) %	85,408	1,420,355	93.99 %
Other Uses of Funds	5,051,802	5,435,665	7.60 %	1,171,836	6,607,501	82.27 %
Special Purpose Grants	6,536,685	7,128,391	9.05 %	-	7,128,391	NA
<b>Total</b>	<b>\$56,426,308</b>	<b>\$54,893,487</b>	<b>(0.96) %</b>	<b>\$53,003,679</b>	<b>\$107,897,166</b>	<b>50.88 %</b>

**CITY OF ROANOKE, VIRGINIA  
SCHOOL FOOD SERVICE FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Dec 31 2000-2001	July 1 - Dec 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
Grants-in-Aid Commonwealth	\$85,762	\$84,483	(1.49) %	\$84,464	100.02 %
Grants-in-Aid Federal Government	1,047,797	809,107	(22.78) %	2,891,594	27.98 %
Charges for Services	661,764	673,113	1.71 %	1,545,256	43.56 %
<b>Total</b>	<b>\$1,795,323</b>	<b>\$1,566,703</b>	<b>(12.73) %</b>	<b>\$4,521,314</b>	<b>34.65 %</b>

**SCHOOL FOOD SERVICE FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES**

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Dec 31 2000-2001	July 1 - Dec 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
Food Services	\$2,083,780	\$1,977,053	(5.12) %	\$2,568,956	\$4,546,009	43.49 %
Facilities	-	-	- %	16,978	16,978	- %
<b>Total</b>	<b>\$2,083,780</b>	<b>\$1,977,053</b>	<b>(5.12) %</b>	<b>\$2,585,934</b>	<b>\$4,562,987</b>	<b>43.33 %</b>

**CITY OF ROANOKE, VIRGINIA  
CAPITAL PROJECTS FUND  
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND  
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF DECEMBER 31, 2001**

	<b>Budget</b>	<b>Expenditures To Date</b>	<b>Unexpended Balance</b>	<b>Outstanding Encumbrances</b>	<b>Unobligated Balance</b>
General Government	\$15,795,230	\$12,786,056	\$3,009,174	\$795,499	\$2,213,675
Flood Reduction	14,332,065	8,137,592	6,194,473	205,738	5,988,735
Economic Development	24,346,193	18,212,112	6,134,081	540,658	5,593,423
Community Development	5,453,143	2,673,157	2,779,986	534,467	2,245,519
Public Safety	8,252,126	7,126,270	1,125,856	223,330	902,526
Recreation	10,965,741	4,934,176	6,031,565	510,490	5,521,075
Streets and Bridges	24,474,373	20,465,900	4,008,473	1,295,188	2,713,285
Storm Drains	2,534,631	1,115,300	1,419,331	648,212	771,119
Traffic Engineering	4,426,660	3,702,838	723,822	157,499	566,323
Capital Improvement Reserve	(2,651,911)	-	(2,651,911)	-	(2,651,911)
<b>Total</b>	<b>\$107,928,251</b>	<b>\$79,153,401</b>	<b>\$28,774,850</b>	<b>\$4,911,081</b>	<b>\$23,863,769</b>

**CITY OF ROANOKE, VIRGINIA  
SCHOOL CAPITAL PROJECTS FUND  
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND  
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF DECEMBER 31, 2001**

	<b>Budget</b>	<b>Expenditures To Date</b>	<b>Unexpended Balance</b>	<b>Outstanding Encumbrances</b>	<b>Unobligated Balance</b>
Elementary Schools Renovation	\$12,781,920	\$11,997,461	\$784,459	\$585,011	\$199,448
Middle Schools Renovation	2,751,455	2,726,154	25,301	851	24,450
High Schools Renovation	3,500,000	3,327,671	172,329	115,153	57,176
Interest Expense	262,929	262,109	820	-	820
Capital Improvement Reserve	1,051,271	-	1,051,271	-	1,051,271
<b>Total</b>	<b>\$20,347,575</b>	<b>\$18,313,395</b>	<b>\$2,034,180</b>	<b>\$701,015</b>	<b>\$1,333,165</b>

**CITY OF ROANOKE, VIRGINIA  
CAPITAL PROJECTS FUND  
COMPARATIVE STATEMENT OF REVENUES  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001**

	FY 2002	FY 2001
<b>Interest Revenue:</b>		
Interest on Bond Proceeds	\$295,180	\$916,706
Interest on SunTrust Lease	9,910	-
Interest on Idle Working Capital	288,474	559,323
<b>Total Interest Revenue</b>	<u>593,564</u>	<u>1,476,029</u>
<b>Multi Year Revenues:</b>		
<b>Intergovernmental Revenue:</b>		
Federal Government:		
FEMA - Regional Mitigation Project	19,223	231,892
Commonwealth:		
VDES - Garden City Mitigation Project	10,143	-
Virginia Transportation Museum - ISTE	16,176	-
VDES - 1998 Regional Mitigation	-	3,733
<b>Total Intergovernmental Revenue</b>	<u>45,542</u>	<u>235,625</u>
<b>Revenue from Third Parties:</b>		
Verizon - Brambleton Avenue Signals	-	36,055
Victory Stadium - Private Donations	-	7
First Union Job Grant Repayment	44,400	-
Times-World Corporation - Land Sale	3,100	-
Trigon Insurance - Land Sale	100	-
Mill Mountain Visitors Center - Private Donations	-	1,260
Westview Terrace - Land Sale	-	125,110
<b>Total Revenue from Third Parties</b>	<u>47,600</u>	<u>162,432</u>
<b>Other Revenue:</b>		
Transfers from General Fund	5,147,517	3,035,758
Transfers from Water Fund	-	2,900
Transfers from Sewage Fund	-	12,600
Transfers from Management Services Fund	-	100,000
<b>Total Other Revenue</b>	<u>5,147,517</u>	<u>3,151,258</u>
<b>Total</b>	<u><u>\$5,834,223</u></u>	<u><u>\$5,025,344</u></u>

**CITY OF ROANOKE, VIRGINIA  
WATER FUND  
COMPARATIVE INCOME STATEMENT  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
<b>Operating Revenues</b>		
Commercial Sales	\$2,290,416	\$1,933,048
Domestic Sales	1,910,831	1,778,651
Industrial Sales	401,650	126,807
Town of Vinton	15,778	10,033
City of Salem	15,548	15,456
County of Botetourt	121,285	111,584
County of Bedford	9,849	4,800
Customer Services	321,081	218,018
Charges for Services	1,392,391	1,722,616
<b>Total Operating Revenues</b>	<u>6,478,829</u>	<u>5,921,013</u>
<b>Operating Expenses</b>		
Personal Services	2,060,613	1,944,998
Operating Expenses	2,402,604	2,069,696
Depreciation	842,167	846,457
<b>Total Operating Expenses</b>	<u>5,305,384</u>	<u>4,861,151</u>
<b>Operating Income</b>	<u>1,173,445</u>	<u>1,059,862</u>
<b>Nonoperating Revenues (Expenses)</b>		
Interest on Investments	106,650	225,422
Rent	40,956	31,969
Miscellaneous Revenue	42,468	6,583
Interest and Fiscal Charges	(516,875)	(563,279)
Transfer to Capital Projects Fund	-	(2,900)
<b>Net Nonoperating Expenses</b>	<u>(326,801)</u>	<u>(302,205)</u>
<b>Net Income</b>	<u><b>\$846,644</b></u>	<u><b>\$757,657</b></u>

**CITY OF ROANOKE, VIRGINIA  
SEWAGE TREATMENT FUND  
COMPARATIVE INCOME STATEMENT  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
<b>Operating Revenues</b>		
Sewage Charges - City	\$3,752,940	\$3,770,633
Sewage Charges - Roanoke County	386,873	443,926
Sewage Charges - Vinton	111,847	122,305
Sewage Charges - Salem	415,316	458,476
Sewage Charges - Botetourt County	71,433	74,732
Customer Services	121,740	131,503
Interfund Services	88,728	35,917
<b>Total Operating Revenues</b>	<u>4,948,877</u>	<u>5,037,492</u>
<b>Operating Expenses</b>		
Personal Services	1,049,484	915,190
Operating Expenses	3,294,376	2,969,802
Depreciation	858,625	594,186
<b>Total Operating Expenses</b>	<u>5,202,485</u>	<u>4,479,178</u>
<b>Operating Income (Loss)</b>	<u>(253,608)</u>	<u>558,314</u>
<b>Nonoperating Revenues (Expenses)</b>		
Interest on Investments	104,342	207,381
Interest and Fiscal Charges	(379,788)	(387,269)
Miscellaneous Revenue	91	-
Transfer to Capital Projects Fund	-	(12,600)
<b>Net Nonoperating Expenses</b>	<u>(275,355)</u>	<u>(192,488)</u>
<b>Net Income (Loss)</b>	<u><u>(\$528,963)</u></u>	<u><u>\$365,826</u></u>

CITY OF ROANOKE, VIRGINIA  
CIVIC CENTER FUND  
COMPARATIVE INCOME STATEMENT  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001

	FY 2002	FY 2001
<b>Operating Revenues</b>		
Rentals	\$172,857	\$202,453
Event Expenses	74,329	79,573
Display Advertising	75,200	-
Admissions Tax	47,511	51,207
Electrical Fees	12,920	16,220
Novelty Fees	7,129	21,991
Facility Surcharge	51,331	19,345
Facility Fees	-	47,037
Charge Card Fees	20,791	-
Commissions	5,620	-
Catering/Concessions	370,360	365,633
Other	4,343	11,111
<b>Total Operating Revenues</b>	<b>842,391</b>	<b>814,570</b>
<b>Operating Expenses</b>		
Personal Services	881,636	668,660
Operating Expenses	843,706	846,113
Depreciation	249,653	222,162
<b>Total Operating Expenses</b>	<b>1,974,995</b>	<b>1,736,935</b>
<b>Operating Loss</b>	<b>(1,132,604)</b>	<b>(922,365)</b>
<b>Nonoperating Revenues</b>		
Transfer from General Fund	726,843	878,703
Transfer from Capital Projects Fund	385,000	-
Interest on Investments	11,699	33,668
Miscellaneous	460	4,201
<b>Total Nonoperating Revenues</b>	<b>1,124,002</b>	<b>916,572</b>
<b>Net Loss</b>	<b>(\$8,602)</b>	<b>(\$5,793)</b>

**TRANSPORTATION FUND  
COMPARATIVE INCOME STATEMENT  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
<b>Operating Revenues</b>		
Century Station Parking Garage	\$187,455	\$171,321
Williamson Road Parking Garage	196,933	220,518
Market Square Parking Garage	112,056	106,828
Church Avenue Parking Garage	227,707	226,867
Tower Parking Garage	185,694	195,183
Gainsboro Parking Garage	-	-
Surface Parking Lots	<u>68,550</u>	<u>34,860</u>
<b>Total Operating Revenues</b>	<u>978,395</u>	<u>955,577</u>
<b>Operating Expenses</b>		
Operating Expenses	325,090	325,687
Depreciation	<u>273,211</u>	<u>273,055</u>
<b>Total Operating Expenses</b>	<u>598,301</u>	<u>598,742</u>
<b>Operating Income</b>	<u>380,094</u>	<u>356,835</u>
<b>Nonoperating Revenues (Expenses)</b>		
Transfer From General Fund	32,000	761,358
Interest on Investments	6,913	12,427
Interest and Fiscal Charges	(248,561)	(260,874)
Transfer to General Fund	(104,918)	-
Operating Subsidy for GRTC	-	(226,161)
Miscellaneous	<u>1,068</u>	<u>9,417</u>
<b>Net Nonoperating Revenues (Expenses)</b>	<u>(313,498)</u>	<u>296,167</u>
<b>Net Income</b>	<u><u>\$66,596</u></u>	<u><u>\$653,002</u></u>



**CITY OF ROANOKE, VIRGINIA  
HOTEL ROANOKE CONFERENCE CENTER FUND  
COMPARATIVE INCOME STATEMENT  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001**

	FY 2002			FY 2001
	COMMISSION (1)	CONFERENCE CENTER (2)	TOTAL	
<b>Operating Revenues</b>				
Conference Center	\$ -	\$ 1,549,962	\$ 1,549,962	\$ 1,830,198
<b>Total Operating Revenues</b>	-	1,549,962	1,549,962	1,830,198
<b>Operating Expenses</b>				
Personal Services	22,721	-	22,721	44,330
Fees for Professional Services	31,588	-	31,588	5,569
Administrative Expenses	35,989	-	35,989	830
Conference Center	-	1,319,585	1,319,585	1,368,790
<b>Total Operating Expenses</b>	90,298	1,319,585	1,409,883	1,419,519
<b>Net Operating Income (Loss)</b>	(90,298)	230,377	140,079	410,679
<b>Nonoperating Revenues (Expenses)</b>				
Contributions from City of Roanoke	87,500	-	87,500	131,250
Contributions from Virginia Tech	87,500	-	87,500	131,250
HRCCC Settlement Proceeds	-	-	-	8,000,000
Construction Repairs	(36,223)	-	(36,223)	(297,744)
Interest on Investments	64,995	-	64,995	67,339
Rent, Taxes, Insurance, and Other	-	(14,164)	(14,164)	(20,599)
<b>Net Nonoperating Revenues (Expenses)</b>	203,772	(14,164)	189,608	8,011,496
<b>Net Income Before Depreciation</b>	113,474	216,213	329,687	8,422,175
Depreciation Expense/Replacement Reserve	227,296	77,492	304,788	319,064
<b>Net Income (Loss)</b>	\$ (113,822)	\$ 138,721	\$ 24,899	\$ 8,103,111

**Notes to Financial Statement:**

- (1) The column entitled "Commission" represents Commission activity in the City's financial records.
- (2) The column entitled "Conference Center" represents actual revenue and expenses of the Conference Center, as provided by Doubletree Management.

**CITY OF ROANOKE, VIRGINIA  
INTERNAL SERVICE FUNDS  
COMPARATIVE INCOME STATEMENT  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2001**

	Department of Technology	Materials Control	Fleet Management	Risk Management	TOTALS	
					FY 2002	FY 2001
<b>Operating Revenues</b>						
Charges for Services	\$2,095,871	\$572,999	\$2,015,444	\$4,842,761	\$9,527,075	\$8,207,255
<b>Total Operating Revenues</b>	<b>2,095,871</b>	<b>572,999</b>	<b>2,015,444</b>	<b>4,842,761</b>	<b>9,527,075</b>	<b>8,207,255</b>
<b>Operating Expenses</b>						
Personal Services	1,069,351	33,300	627,416	85,608	1,815,675	1,725,932
Operating Expenses	676,075	567,578	473,565	5,500,256	7,217,474	5,488,193
Depreciation	256,636	-	988,119	-	1,244,755	1,137,170
<b>Total Operating Expenses</b>	<b>2,002,062</b>	<b>600,878</b>	<b>2,089,100</b>	<b>5,585,864</b>	<b>10,277,904</b>	<b>8,351,295</b>
<b>Operating Income (Loss)</b>	<b>93,809</b>	<b>(27,879)</b>	<b>(73,656)</b>	<b>(743,103)</b>	<b>(750,829)</b>	<b>(144,040)</b>
<b>Nonoperating Revenues (Expenses)</b>						
Interest Revenue	76,747	3,086	19,003	180,027	278,863	506,888
Interest Expense	(7,635)	-	(26,028)	-	(33,663)	-
Transfers To Other Funds	-	-	-	-	-	(104,000)
Loss on Disposal of Fixed Assets	-	-	(44,035)	-	(44,035)	-
Transfers From Other Funds	2,452,247	-	573,639	-	3,025,886	1,091,205
Other Revenue	10,184	-	-	-	10,184	-
<b>Net Nonoperating Revenues</b>	<b>2,531,543</b>	<b>3,086</b>	<b>522,579</b>	<b>180,027</b>	<b>3,237,235</b>	<b>1,494,093</b>
<b>Net Income (Loss)</b>	<b>\$2,625,352</b>	<b>(\$24,793)</b>	<b>\$448,923</b>	<b>(\$563,076)</b>	<b>\$2,486,406</b>	<b>\$1,350,053</b>

**CITY OF ROANOKE, VIRGINIA**  
CITY TREASURER'S OFFICE  
GENERAL STATEMENT OF ACCOUNTABILITY  
FOR THE MONTH ENDED DECEMBER 31, 2001

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR  
THE FUNDS OF SAID CITY FOR THE MONTH ENDED DECEMBER 31, 2001.

FUND	BALANCE AT NOV 30, 2001	RECEIPTS	DISBURSEMENTS	BALANCE AT DEC 31, 2001	BALANCE AT DEC 31, 2000
GENERAL	(\$2,838,785.44)	\$9,578,683.93	\$14,564,655.85	(\$7,824,757.36)	(\$3,844,534.17)
WATER	6,856,400.52	441,893.28	179,537.61	7,118,756.19	7,661,853.97
SEWAGE	7,026,149.03	1,805,466.80	1,271,077.71	7,560,538.12	7,259,222.80
CIVIC CENTER	549,732.69	771,599.82	267,579.90	1,053,752.61	569,219.20
TRANSPORTATION	380,553.38	144,850.61	42,131.82	483,272.17	283,186.05
CAPITAL PROJECTS	33,785,439.78	81,380.89	5,697,966.23	28,168,854.44	43,372,186.45
CONFERENCE CENTER	4,099,344.39	3,932.03	49,606.25	4,053,670.17	8,719,533.83
RKE VALLEY DETENTION COMM	2,521,293.75	307,447.44	737,555.65	2,091,185.54	3,819,577.36
DEBT SERVICE	13,335,005.63	90,625.85	523,685.75	12,901,945.73	13,436,009.38
DEPT OF TECHNOLOGY	5,966,909.96	207,432.53	501,368.51	5,672,973.98	4,057,877.45
MATERIALS CONTROL	284,136.02	86,814.63	55,325.46	315,625.19	104,111.03
MANAGEMENT SERVICES	0.00	0.00	0.00	0.00	161,783.69
FLEET MANAGEMENT	1,100,889.08	246,008.24	404,012.65	942,884.67	1,081,058.98
PAYROLL	(12,337,232.68)	14,678,719.68	17,151,259.95	(14,809,772.95)	(13,544,045.18)
RISK MANAGEMENT	12,390,030.74	618,440.65	895,895.49	12,112,575.90	11,622,625.66
PENSION	(209,200.13)	2,353,289.63	1,256,923.28	887,166.22	901,219.72
SCHOOL FUND	10,591,316.79	5,306,305.27	5,469,571.63	10,428,050.43	9,544,500.50
SCHOOL CAPITAL PROJECTS	2,695,220.14	263.66	190,698.64	2,504,785.16	3,338,079.59
SCHOOL FOOD SERVICE	(38,839.12)	131,271.18	508,002.71	(415,370.65)	658,246.59
FDETC	172,516.23	24,500.77	123,889.90	73,127.10	45,972.66
GRANT	944,143.85	91,976.85	285,234.53	750,886.17	1,140,517.63
<b>TOTAL</b>	<b>\$87,275,224.61</b>	<b>\$36,970,903.74</b>	<b>\$50,175,979.52</b>	<b>\$74,070,148.83</b>	<b>\$100,388,203.19</b>

**CERTIFICATE**

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED DECEMBER 31, 2001.  
THAT SAID FOREGOING:

<b>CASH:</b>	
CASH IN HAND	\$12,115.99
CASH IN BANK	3,542,611.28
<b>INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:</b>	
COMMERCIAL HIGH PERFORMANCE MONEY MARKET	9,063,381.50
COMMERCIAL PAPER	11,982,109.16
LOCAL GOVERNMENT INVESTMENT POOL	20,092,523.77
MONEY MANAGEMENT ACCOUNT	10,044,704.17
REPURCHASE AGREEMENTS	5,000,000.00
STATE NON-ARBITRAGE PROGRAM (U.S. SECURITIES, COMMERCIAL PAPER)	446,342.67
VIRGINIA AIM PROGRAM (U. S. SECURITIES)	13,886,360.29
<b>TOTAL</b>	<b>\$74,070,148.83</b>

DATE: JANUARY 10, 2002

  
DAVID C. ANDERSON, TREASURER

**CITY OF ROANOKE PENSION PLAN  
STATEMENT OF CHANGES IN PLAN NET ASSETS  
FOR THE 6 MONTHS ENDED DECEMBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
<b>Additions:</b>		
Employer Contributions	\$1,914,072	\$1,900,972
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	(4,693,916)	(8,525,395)
Interest and Dividend Income	1,791,198	4,050,416
Total Investment Income (Loss)	(2,902,718)	(4,474,979)
Less Investment Expense	(174) <sup>(1)</sup>	236,172
Net Investment Income (Loss)	(2,902,544)	(4,711,151)
Total Additions (Deductions)	<u>(988,472)</u>	<u>(2,810,179)</u>
 <b>Deductions</b>		
Benefits Paid to Participants	\$7,311,817	\$6,382,454
Administrative Expenses	264,432	262,516
Total Deductions	<u>7,576,249</u>	<u>6,644,970</u>
Net Increase (Decrease)	<b>(8,564,721)</b>	<b>(9,455,149)</b>
 <b>Net Assets Held in Trust for Pension Benefits:</b>		
Fund Balance July 1	326,337,980	350,929,145
Fund balance December 31	<u><b>\$317,773,259</b></u>	<u><b>\$341,473,996</b></u>

(1) Reversal of accruals made at June 30, 2001

**CITY OF ROANOKE PENSION PLAN  
BALANCE SHEET  
DECEMBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
<b>Assets</b>		
Cash	\$886,971	\$852,557
Investments, at Fair Value	318,360,025	341,930,848
Due from Other Funds	-	1,749
Other Assets	5,434	5,097
<b>Total Assets</b>	<b><u>\$319,252,430</u></b>	<b><u>\$342,790,251</u></b>
<b>Liabilities and Fund Balance</b>		
Liabilities:		
Due to Other Funds	\$1,469,322	\$1,314,632
Accounts Payable	9,849	1,623
<b>Total Liabilities</b>	<b><u>1,479,171</u></b>	<b><u>1,316,255</u></b>
Fund Balance:		
Fund Balance, July 1	326,337,980	350,929,145
Net Gain (Loss) - Year to Date	<u>(8,564,721)</u>	<u>(9,455,149)</u>
<b>Total Fund Balance</b>	<b><u>317,773,259</u></b>	<b><u>341,473,996</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$319,252,430</u></b>	<b><u>\$342,790,251</u></b>

